



Do you want to work for a full-service City located in the SF Bay Metro area?

Nestled in the slopes of San Bruno Mountain, Brisbane is a small city of 4,800 residents located immediately south of San Francisco on the Peninsula. The City also has a large industrial area that increases the daytime service population to approximately 12,000. Brisbane enjoys a sunny climate, fine views of the Bay, and a diverse, small-town atmosphere, with easy access to all the amenities of the metropolitan areas. The residents highly value the unique charm and natural beauty of the mountain setting and a close-knit community spirit. Brisbane is facing the challenge of dealing with future growth in a positive way that will enhance and preserve its small-town character.

The City of Brisbane is looking for:

- Effective and approachable communicator who enhances Finance and cross-departmental projects.
- Strong finance professional with the skills to ensure timely and accurate financial data.
- Confident manager with the ability to make sound data-driven recommendations.
- Motivated individual with a commitment to grow and take on new challenges.
- Collaborator with City partners, as issues often have more than one approach.
- Creative and innovative in tailoring best practices to meet the needs of a small city.
- Integrity and impeccable ethical standards that engender the highest levels of trust and credibility throughout the organization and in the community; and
- People-oriented values to successfully work in a diverse team setting.

The City of Brisbane offers:

- Career growth opportunity from working in a full-service City.
- Continuous training and mentoring.
- Ideal location (SF Metro/Peninsula).
- Flexible schedules.
- Supportive leadership.
- Competitive compensation package; and
- Dynamic, socio-economic environment.

APPLY ONLINE at:

<https://www.calopps.org/city-of-brisbane>

APPLICATION DEADLINE: March 30, 2026, at 12:00 PM

City of Brisbane

is accepting applications for the position of

Financial Services Manager

The City of Brisbane prides itself on being an employee-oriented organization that aims to "provide for today and prepare for tomorrow." We look forward to having you join our Brisbane family!

SUMMARY:

The City of Brisbane is currently recruiting for a Financial Services Manager. Under general direction of the Finance Director, provides supervision to the Finance staff and performs a wide range of complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports; makes complex and difficult account analyses and reports; develops, implements and revises accounting systems, procedures and internal controls; coordinates the outside audit preparation of the comprehensive annual financial report; coordinates various automated accounting systems and modules and trains accounting staff in the use of such systems; and performs related duties as assigned.

This position class is at the management level and performs diverse and specialized accounting work that is complex and involves significant accountability and decision-making responsibility. The Financial Services Manager is responsible for supervising accounting staff and managing areas such as payroll, billing, accounts payable, accounts receivable, general ledger, grant accounting, capital project accounting, fixed asset accounting, enterprise fund accounting, and other accounting-related activities for all City funds.

A full classification description is available online at: [Financial Services Manager](#)



BENEFITS

This position is eligible for benefits under the Mid-Management/Professional Employees Group Memorandum of Understanding.

- **Flexible/Hybrid Work Schedule:** Flexibility will be offered for telecommuting or alternative work schedules after the successful candidate is established in the position.
- **Health Insurance:** The City contributes a fixed dollar amount for health insurance towards a flexible compensation plan offered through CalPERS. The 2026 monthly flex dollar amounts are:
 - Employee Only: \$1,148.50
 - Employee + 1: \$2,325.41
 - Family: \$3,031.62
 - Opt-out Option: \$802.97 (cash-in-lieu)
- City provides paid vision through VSP, dental through a self-insured reimbursement program, long-term disability, and life insurance coverage
- **Retirement:** 2%@60 years of age for CALPERS classic members and 2%@62 for CalPERS new members.
- **Deferred Compensation:** City matches voluntary employee contributions up to 5% to a 457(b) plan.
- **Other Benefits:** The City offers flexible spending accounts (Health and Dependent Care) and transportation spending accounts, free commuter shuttle to and from BART/ Caltrain, and access to an annual health and wellness reimbursement for qualifying health-related expenses.
- Vacation accrual amounts increase with continuous years of service (80 hours annually for the first 4 years, 120 hours annually after 4 years, and 160 hours annually after 9 years of service).
- **Administrative Leave:** Up to 80 hours of leave (pro-rated based on start date) per year with cash out option available.
- **Sick Leave:** Accrues at 12 days per year.
- **Tuition Reimbursement available**
- **Employee Assistance Program**
- **CPA supervised hours available towards CPA License**



CONTACT

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City of Brisbane

is accepting applications for the position of

Financial Services Manager

SALARY:

\$12,178.34 - \$ 14,804.53 per month
\$146,140.08 – \$177,654.36 annually

EXAMPLES of DUTIES:

- Assists in the development and implementation of goals, policies, and work standards for the Finance department.
- Manages the preparation of budget documents and financial reports, including the Annual Comprehensive Financial Report, and participates as an active member of the Budget Team.
- Prepares complex journal entries and reviews and approves City financial transactions, including accounts payable, revenue collection, accounts receivable, utility billing, payroll, and purchasing.
- Prepares a variety of monthly, periodic, and annual financial and statistical reports and accounting summaries required by the City, Successor Agency, and outside agencies.
- Coordinates financial reporting and auditing activity with external auditors and other agencies; researches and analyzes data.
- Provides professional, technical accounting and budget advice to City staff, coordinates activities with other departments, and assists in special projects.
- Trains, motivates, and assists in evaluating personnel.
- Assists in rate and fee studies and makes related recommendations to senior management.

EDUCATION/QUALIFICATIONS:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in accounting, finance, business administration, public administration, or a related field. A CPA certificate or a Master's Degree in Public Administration or Business Administration is desirable.

Experience: Five years of increasingly responsible professional experience in accounting, auditing, or finance, with at least two years in a supervisory capacity. Municipal finance experience preferred

SELECTION PROCESS:

Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates. Tentative interview dates:
Oral board- Week of April 6, 2026
Department- Week of April 13, 2026

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Department upon submittal of the application.