

**WE ARE SEEKING  
A FINANCIAL  
PROFESSIONAL  
TO JOIN OUR  
TEAM.  
IS IT YOU?**



## **FINANCIAL SERVICES MANAGER**



**SALARY: \$133,204 – \$161,910 ANNUALLY  
PLUS A GREAT BENEFITS PACKAGE**



**DEADLINE TO APPLY: TUESDAY, JUNE 24, 2025, AT 11:59 PM**



## THE CITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983, the residents decided to incorporate as East Palo Alto. The population is approximately 31,500, with an area of 2.5 square miles. It is in close proximity to both the San Francisco and San Jose International Airports. East Palo Alto has excellent private schools and a progressive public school district, a culturally diverse community with a rich historical heritage, and a friendly residential community with a small-town family-oriented atmosphere.



## THE POSITION

Are you a financial professional who excels at analytical reasoning, problem-solving, and mentorship? If so, we encourage you to apply to this rare opportunity.

The Financial Services Manager assists in planning, organizing, managing, and providing direction and oversight for major functions and activities of the Finance Department. Duties include financial reporting, payroll, accounts payable, and purchasing. The selected candidate will assist in coordinating assigned activities with other City departments, divisions, outside agencies, and the public. The Financial Services Manager will foster cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups. The incumbent will provide highly responsible and complex professional assistance to the Finance Director in multiple areas of expertise, acts as the Finance Director in their absence, and perform related duties as assigned.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to a Bachelor's degree in finance, accounting, economics, business, or public administration, or a related field.

**Experience:** Five (5) years of progressively responsible professional experience in municipal finance and accounting, including two years of supervisory experience.

**License and Certifications:** None.



## IDEAL CANDIDATE

The ideal candidate will:

- Be skilled in fund accounting and auditing.
- Provide leadership that inspires and encourages employees to grow and excel.
- Possess the ability to develop, implement, and reach goals, objectives, policies, and priorities for the division while considering the budget.
- Provide clear, concise communication and direction in all forms of interaction with fellow employees and stakeholders.
- Show compassion and integrity to fellow employees and the community.
- Be a problem solver who can resolve issues as they arise.

## BENEFITS

The City of East Palo Alto offers an attractive, comprehensive benefits package that includes:

**Health Benefits:** For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee only Kaiser Coverage and 65% dependent coverage up to the Kaiser Coverage Plan. Plus, an HSA contribution of \$2,000 per year is prorated to the date of hire if enrolled in the Kaiser high deductible plan.

**Dental insurance:** is through Delta Dental. The city pays the full cost for employees only.

**Vision:** Supplemental Insurance with VSP (employee paid)

**Life Insurance:** The City pays for coverage of Basic Term Life: \$100,000 Division-Managers

**Retirement:** PERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution PERS New Members—2% @ 62 formula Employee pays 6.75% employee contribution. \* Three (3) year average final compensation

**Sick Leave:** 3.7 hours biweekly

**Vacation:** Accrual ranges from 80 – 200 hours per year based on years of continuous service with the City **Holidays:** 13 Paid Holidays per year

**Management Leave:** Up to sixty (60) hours of Management Leave annually for those employees who are exempt from the overtime provisions of FLSA.

**Bilingual Pay:** Additional \$50 / pay period. English/Spanish for qualifying individuals and positions after passing a bilingual test.

**Tuition reimbursement:** \$500 - \$1,000 per year

**Employee Assistance Program(EAP)**

**Flexible Spending Plan**



## How to Apply

To be considered for this exciting opportunity, candidates should apply through CalOpps.org here: <https://www.caloppes.org/city-of-east-palo-alto>. or scan QR code below.

Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

**The deadline to apply is Tuesday, June 24, 2025, at 11:59 PM**

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position should advise Danielle Oliveira from Muchmore Than Consulting at [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org).



Recruitment Services Provided by:



SCAN ME

**THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER**