

Foster City is a Great Place to Live, Work and Play!

FINANCIAL SERVICES MANAGER



HISTORY

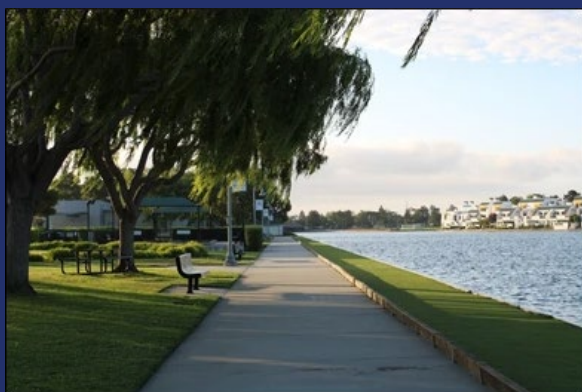
Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



FINANCIAL SERVICES DEPARTMENT

The Financial Services/City Treasurer Department is responsible to provide timely and accurate financial information and reports and provide high-quality services to the community and all operating departments. The Department is also responsible for the control of all financial activities of the City/District and the Successor Agency of the former Community Development Agency, including the disbursement of financial resources and ensuring that adequate resources are available.

THE POSITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of accounts receivable, business license, cash receipts, and utilities; compiles annual City budget and all nondepartmental budgets; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Finance Director in areas of expertise; and performs related work as required.

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff, operations, and activities of the annual budget development, business license, revenue collection, and utility billing functions. The position has the overall responsibility for all functions of the Finance Department and for developing, implementing, and interpreting public policy.



IDEAL CANDIDATE

The ideal candidate will demonstrate high degree of independence, initiative, and discretion in their role. The position requires the ability to make informed decisions that significantly impact the city's financial health while navigating complex regulatory environments.

The successful candidate will be proactive in identifying financial opportunities and challenges, using sound judgment to implement solutions. They will be expected to manage sensitive financial information with confidentiality and integrity, ensuring all actions align with the City's strategic objectives and ethical standards.

The ideal candidate would possess exceptional leadership skills and the ability to effectively manage day-to-day tasks. Previous supervision experience is required.

Annual Compensation

\$155,956.32

to

\$189,565.79

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience: Three (3) years of increasingly responsible government finance experience including one (1) year of supervisory experience.

For knowledge, skills, and abilities, review the [Financial Services Manager](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

Retirement Plan: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; administrative leave.

Deferred Compensation: Voluntary 401(a) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).

Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

Work Schedule: Optional 9/80 work schedule.

Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at www.calopps.org

