

CITY OF AMERICAN CANYON



EMPLOYMENT OPPORTUNITY **Accounting Manager (MA II)** City of American Canyon

The Community

Located in the southern portion of world-famous, wine-growing Napa County, 35 miles northeast of San Francisco, American Canyon first developed following World War II and incorporated in 1992. American Canyon plays an important role in the Napa Valley wine industry with continuous growth in wine logistics, wine making, storage and distribution. American Canyon also is increasingly home to major food production companies, such as Coca Cola, Barry Callebaut Chocolate and Mezzetta. With a current population of 20,800 in more than 6 square miles, the City plans for a population of 25,000 by 2025.

American Canyon residents take great pride in their community and highly value the outdoor spaces and trails, numerous parks, and quality schools. Residents and business owners feel very safe and enjoy the diverse and engaged community. You and your family will feel safe at home in American Canyon.

The Organization

American Canyon is a general law city that operates as a Council/City Manager form of government. There are four elected Council Members and a separately elected Mayor. The City employs approximately 80 full-time employees plus up to 25 part-time/seasonal staff during peak summer season.

The City's 2020/2021 fiscal year General Fund budget is \$20.5 million and total budget of \$68.4 million. The City has a long-standing practice of receiving GFOA Awards of Excellence of its Comprehensive Annual Financial Report and Budget documents.

The City of American Canyon is committed to public service and serving our community. At all levels of the organization, we embrace customer service, community engagement, professional excellence and collaboration. The City organization is well-respected by the community and enjoys a high level of community engagement.

The City provides water and wastewater utility services through internal departments, but contracts with the Napa County Sheriff for police services. Fire protection is provided by the American Canyon Fire Protection District, which is a subsidiary entity.

The Department

The Finance Department consists of a Director, two division managers (Budget & Accounting) at the Management Analyst II level, an Accounting Technician and four Accounting Assistants. The department directs and provides the full breadth of budgetary and accounting functions for the City, as well as payroll support for the Fire District.

Ideal Candidate

The Accounting Manager (MA II) reports directly to the Finance Director and will supervise and manage City financial activities and systems in the areas of general accounting, budgeting, accounts payable/receivable, payroll, and provide expert professional and analytical assistance to City management and other staff.

The ideal candidate will be a finance professional with strong inclusive leadership and problem-solving skills. A positive attitude and sense of humor also is desired!

Job Requirements

Typical Duties:

- Plans, manages, and oversees the implementation of assigned finance and accounting programs, operations, and activities for the City including accounting, financial reporting, budgeting, audits, cash management, investments, debt issuance and administration, revenues, payroll, accounts payable and receivable, business licensing, purchasing, and fixed assets.
- Oversees Citywide payroll for the City and Fire District and related payroll reporting;
- Reviews quarterly and annual federal and state payroll tax returns; ensures tax returns are filed in a timely manner;
- Maintains, evaluates and updates the City's investments; maintains cash flow; makes necessary cash transfer investments and reconciliations to appropriate accounts;
- Coordinates year-end audit process, including preparing audit schedules and serving as point of contact for external auditors; and prepares a Request for Proposal for independent audit services as necessary;
- Participates in the development and administration of the City's budget; participates in reviewing monthly budget reports; researches and analyzes variances between budget figures and expenditures;
- Manages the City's banking, cash, daily reconciliation of transactions, and related safeguarding of funds;
- Prepares, analyzes, reviews, and comments on a variety of financial reports, statements, and schedules, including the Comprehensive Annual Financial Report (CAFR) and annual State Controllers' reports;
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures that necessary corrective actions are taken;
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records;
- Provides highly complex staff assistance to the Director of Finance/City Treasurer; develops and reviews staff reports and other necessary correspondence related to assigned activities and services;
- Stays abreast of new trends and innovations in the field of public agency finance and accounting; monitors changes in regulations and technology that may affect assigned functions and operations.

Education and/or Experience:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field; **AND**
- Four years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, city clerk functions, community outreach or other professional field as may be needed in a local government environment.

Additional Requirements:

Possession of a valid California Class C Driver's License is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Probationary Period:

This position has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) six months as the promotional probationary period (promoted from one City job class to another City job class).

Physical Requirements

Consistent with the Management Analyst II Classification Specification posted at www.cityofamericancanyon.org.

Other Requirements

Requires evening and/or weekend work.

The Compensation

Annual salary range: \$95,410 - \$115,981/Annually
(Eligible for 3% Unrepresented pay differential)

Health Insurance — The City contributes a monthly payment equal to 90% of the Kaiser HMO premium; \$400 per month in lieu of health coverage.

Cafeteria Plan — \$336.16 to be used towards out-of-pocket medical health premium, if any, Life, Group LTD, Dental and Vision Insurance and an EAP.

Vacation Accrual —12-25 days (per years of service).

Holiday Leave— 15 days per year.

Management Leave—15 days per fiscal year.

Sick Leave Accrual —12 days per year.

Retirement—

- *CalPERS 2% @ 55 - CalPERS classic members.* Employees' 7% contribution & employer portion (cost sharing) 4.855% is employee paid.
- *CalPERS 2% @ 62 - CalPERS new members.* Employees pay half the normal cost.

Retiree Medical— The City contributes 100% of the current "Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage" (currently \$339.43)

Deferred Compensation— The City will contribute 2% of employee's salary in a 401(A) with a 2% employee contribution.

The City provides deferred compensation programs in which employees may participate.

The City of American Canyon does not participate in Social Security.

Selection Process

Applications will be evaluated to select the "best qualified" applicants. The next step in the recruitment process is to invite the best qualified to the oral interview scheduled for January 2021.

Candidates successful on the oral interview will be placed on the eligible list in rank order of scores received on the test. The City will then consider candidates from the top ranks of the eligibility list to participate in the hiring process for final selection. Placement on the eligibility list is not a guarantee of a final interview.

Tentative Schedule

Recruitment Period:

- **December 3, 2020, through January 10, 2021**

Oral Interview Invitations:

- **Week of January 11, 2021**

Zoom Style Oral Interview and Department Interview:

- **Oral Interview – Week of January 18**
- **Department Interview - Week of January 18**

Potential Start Date: TBD

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete and pass a pre-employment physical. Additionally, all Conditional Offers of employment are made and contingent upon successful completion of Livescan Fingerprinting.

Veteran's Preference – view City Policy at <https://www.cityofamericancanyon.org/government/city-hall/human-resources/job-opportunities>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of American Canyon will afford veteran preference over other candidates.

To Apply

Candidates must complete an **online application by 11:59 pm, January 10, 2021.**

To apply, review the full classification specification, and access other relevant documents, please visit:
www.cityofamericancanyon.org

If you have any questions, please call the Human Resources Office (707) 647-4361.

The City of American Canyon is an Equal Opportunity Employer