

CITY OF SOUTH SAN FRANCISCO  
**EMPLOYMENT OPPORTUNITY**

Applications are being accepted for the position of:  
**Financial Services Manager**

City of South San Francisco • Human Resources Department • 650.877.8522 • [www.ssf.net](http://www.ssf.net) • EOE

**DEADLINE TO APPLY | OPEN UNTIL FILLED, HOWEVER, CANDIDATES SHOULD APPLY AS SOON AS POSSIBLE AS THERE WILL BE A FIRST REVIEW OF APPLICATIONS ON TUESDAY, FEBRUARY 20, 2024.**

**For detailed information and to apply online, visit [www.calopps.org](http://www.calopps.org)**

**SALARY:** \$143,083.00 - \$173,908.00 annually



The City of South San Francisco seeks a qualified individual to fill the position of Financial Services Manager. The Finance Department provides critical financial services citywide, setting the fiscal accountability and policy controls over the use of City funds. It leads the fiscal accountability efforts and ensures the responsible and legal use of City funds through thoughtful appropriations and implementation and management of policies and procedures. The Finance Department is a strategic business partner to every other City department and central to City operations.

### IDEAL CANDIDATE |

- The ideal Financial Services Manager will possess great management skills including the ability to supervise both professional and non-professional accounting and finance personnel: evaluating prospective employees, establishing performance standards, motivating employees to reach and maintain performance standards, developing employee skills/abilities, assigning work, setting priorities, and addressing employee issues and concerns.
- Ability to explain complex financial information to a non-accountant clearly.
- Excellent written and oral communication skills including conducting presentations.
- Understanding of formulating revenue and expenditure forecasts and convey detailed recommendations for annual budgetary proposals, modifications and adjustments.
- Experience with researching, developing, and implementing budget policies and procedures to maintain alignment with federal, state, or local budgetary regulatory to assure ongoing compliance and evaluate impacts to agency operations and performance
- Possesses excellent time management skills and the ability to multi-task and work under pressure to meet tight deadlines.

**HOW TO APPLY | OPEN UNTIL FILLED, HOWEVER, CANDIDATES SHOULD APPLY AS SOON AS POSSIBLE AS THERE WILL BE A FIRST REVIEW OF APPLICATIONS ON TUESDAY, FEBRUARY 20, 2024.**

Complete online application & supplemental questionnaire at:

<https://www.calopps.org/city-of-south-san-francisco>

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

**Experience:** Four years of progressively more responsible professional experience in municipal finance, with at least two years in a supervisory capacity.

**Training:** A bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or a related field.

**Licenses:** Possession of, or the ability to obtain, a valid California Driver's license and a satisfactory driving record, which must be maintained as a condition of employment.

**SELECTION PROCESS |** The process will first consist of a review of application materials including responses to the supplemental questionnaire, which must be detailed and complete. A resume *must* be included but does not substitute for a completed application. The most suitable and qualified candidates will be invited to participate in an oral panel interview (weighted at 100%), tentatively scheduled for **the week of March 4, 2024.**

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. The eligible list will be used for the appointment of the position. Top scoring candidates will be invited to the next phase of the selection process, which will consist of a departmental interview.