



City of Lindsay
FINANCE & ACCOUNTING MANAGER
EMPLOYMENT OPPORTUNITY
OPEN RECRUITMENT

Class Title: FINANCE & ACCOUNTING MANAGER
Department: FINANCE
Location: 251 E HONOLULU, LINDSAY, CA 93247

Compensation: \$68,226-83,867 Annual
Status: EXEMPT STEP RANGE 1-7
Date: 06/30/2021

Please submit your resume and applications on the City of Lindsay Website at www.lindsay.ca.us

Deadline: Open until position is filled.

GENERAL PURPOSE:

The Finance & Accounting Manager is a highly skilled, management position that leads the City's Accounting division. Under the general direction of the Finance Director, the Finance & Accounting Manager manages, trains and performs financial activities and accounting functions (including payroll and accounts payable), coordinates the annual external financial audit and prepares the Comprehensive Annual Financial Report (CAFR); performs treasury and cash management; assists with annual budget preparation; and supervises accounting staff.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Finance.

SUPERVISION EXERCISED:

Exercises technical and functional direction over assigned staff.

CLASS CHARACTERISTICS:

This is a single-position professional accounting class responsible for the analysis, maintenance, and auditing of accounting records and the preparation of financial statements and a variety of accounting reports. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

PERIPHERAL DUTIES

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

The listed duties are essential job functions that the position has been created to perform. The list of duties is not exhaustive. The employee may be called upon to perform any task that is implied from the listed duties or is within the scope of the job summary.

- Hires, trains, supervises, manages, and assists departmental accounting staff (Account Clerks I-III); assigns work tasks and monitors the quality of work performed by employees. Sets and evaluates performance standards for staff.
- Coordinates and oversees the City's annual external audit, prepares work papers and journal entries, drafts note disclosures, and prepares the Comprehensive Annual Financial Report (CAFR).
- Coordinates the City's year-end close including preparing work papers, journal entries, budget upload, year-end payables, and purchase orders.
- Oversees the City's treasury and cash management functions including daily monitoring of cash flow, wire and ACH transactions, and investments.
- Reviews, maintains, and coordinates compliance reports; ad hoc financial analyses; and, assists with annual budget preparation.
- Develops, recommends, and implements process improvements in relation to the City's accounting policies and procedures.
- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, accounts payable, billing, and customer service; conducts and prepares special studies and reports.
- Reconciles postings from payroll, accounts payable, cash receipts, and accounts receivable to the general ledger; and prepares journal entries.
- Documents and evaluates processes and procedures for training and process optimization.



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- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
- Records and maintains appropriate controls for fixed assets; oversees the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Performs related duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local ordinances, resolutions and laws affecting municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Analyze financial data and draw sound conclusions.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate, document and develop improvements in operations, procedures, policies or methods.
- Analyze situations accurately and develop effective courses of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Prepare clear, complete and concise financial statements and reports.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships.

REQUIREMENTS:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities combined with a bachelor's degree in accounting, finance or related field is qualifying. Desire valid license as a Certified Public Accountant issued by the State of California Board of Accountancy. A typical way to obtain the required training and experience qualifications would be:

Five (5) years of progressively responsible accounting experience including some municipal accounting experience.

License:

- Possession of, or ability to obtain, a valid Class C California's driver's license.



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ADDITIONAL INFORMATION

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

LANGUAGE SKILLS

Ability to understand and communicate in Spanish is desired but not required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; computer system; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

A formal application and resume must be submitted on the City's website, rating of education and experience; oral interview and reference check; job related tests may be required, live scan pass background, medical and credit check.

SALARY & BENEFITS

TIER 1 \$68,226-91,429 ANNUAL – TIER1 STEP RANGE 1-7 – *Employees Hired prior to 07/01/2018*

TIER 2 \$68,226-83,867 ANNUAL – TIER 2 STEP RANGE 1-7 – *Employees Hired after 07/01/2018*

Employee Benefits:

MID-MANAGEMENT - 10 Vacation Days, 13 Holidays, 10 Sick Leave days, Medical, Dental and Vision Plans, Life Insurance, Cal Pers Retirement, Deferred Comp, Employee Credit Union, Aflac and Cafeteria Plan. Department Heads earn additional admin leave time and the deferred comp match. Please see City of Lindsay website Human Resource page for further benefit details.

ADDITIONAL SALARY INCREASES:

- *Effective on March 24, 2020 or the employee's date of hire, all members shall receive a three percent (3%) hazard pay salary increase or a minimum salary increase of seventy-five cents (\$0.75) an hour, whichever is greater. This hazard pay increase shall continue until the Lindsay City Council takes action to end the declared emergency, the declaration of emergency expires, or until December 31, 2021.*
- *An increase of 3% increase or minimum of seventy-five (\$0.75) effective January 1, 2022.*



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COVID-19 CONSIDERATIONS

Protecting the health and safety of our communities — including our teams and of those considering a career with the City of Lindsay — is our highest priority. We continue to closely monitor the evolving situation and we appreciate your understanding and flexibility with any related changes to our interviewing process. Those selected to interview will be contacted via email with instructions for a virtual or physical interview.

The City of Lindsay is committed to doing everything we can to keep our staff and community safe and it will continue to adhere to all CAL/OSHA COVID-19 Emergency Temporary Standards.