



San Gabriel
CITY WITH A MISSION

Invites you to apply for Financial Services Manager

\$7,824 - \$9,510 monthly



Imagine...

...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations.

The Community

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, a vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. With several high profile projects recently having received approvals, the City is attracting new development opportunities that will create additional retail centers and corridors. San Gabriel is truly a great place to live, work, and visit.

The Ideal Candidate

The City of San Gabriel is seeking a Financial Services Manager with outstanding leadership and technical abilities. The ideal candidate must be able to hit the ground running and will possess a can-do spirit. The ability to work well under pressure and prioritize ever changing deadlines is a must. The City uses a variety of computer programs including Microsoft Office, Tyler Technology's Eden financial/payroll software application, Quadrant System's RASWIN cashiering system, and the HdL Business License system, so an exceptionally strong technological orientation is required.

Considerable knowledge of the principles and practices of accounting and auditing, including governmental accounting, cost accounting, grant accounting, budgeting, and data processing applications related to accounting and budgeting procedures and practices are necessities; computer software proficiency and adaptability is mandatory.

The Department and Position

The Finance Department, located in San Gabriel City Hall, is responsible for all accounting related activities for the City, including budgeting, financial reporting, payroll, accounts payable, business licensing, overnight parking permits, ambulance billing, and other miscellaneous billings.

Under general supervision of the Finance Director, the Financial Services Manager plans, organizes, coordinates, and manages the City's financial and general service functions in support of the City. The Financial Services Manager accomplishes a variety of highly responsible and complex professional accounting services; oversees accounting, internal control, and audit activities; records, reports, and audits complex financial transactions; prepares and reviews general journal entries; maintains chart of accounts and general ledgers for the City; prepares or oversees the preparation of subsidiary ledgers and reconciliations to the general ledgers; assists external auditors in the preparation of the annual financial statements and in the performance of compliance and single audits; coordinates periodic and year-end audit activities; works/interacts with other City departments on accounting and financial reporting matters; trains and evaluates other employees in the areas of payroll, accounts payable, business licensing, and accounts receivables; and performs other related duties as assigned.



Education and Experience

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be graduation from an accredited college or university with a Bachelor's degree in accounting, business, or a closely related field, plus five years of increasingly responsible professional accounting experience, including financial statement preparation and assisting in budget development. Registration as a Certified Public Accountant is highly desirable. Related graduate training may be substituted for up to a maximum of one year of experience. **Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.**

Compensation and Benefits

Current monthly base salary range for the Financial Services Manager is **\$7,824-\$9,510**. The City also offers an outstanding benefit package including:

- **Participation in the CalPERS Retirement System:** 2% @ 60 for "classic" CalPERS members (which goes up to a maximum of 2.418% @ 63) and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
 - **Cafeteria plan to cover medical, dental, and vision insurance premiums:** The City's 2016 contribution is **\$1,568 per month** toward a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan, **as well as the ability to cash out any unused portion as taxable income.**
 - **Other Benefits:**
 - 9/80 Alternative Work Schedule – One day off every other week
 - Choice of enrollment in multiple deferred compensation (457) programs
 - City-paid long term disability and life insurance (1x annual salary)
 - City-paid Employee Assistance Program (EAP) and Travel Assistance Program
 - **Leaves:**
 - 40 hours of administrative leave per year; 12 days of sick leave per calendar year; 10 days of vacation per year; and 11 holidays per year, plus 1 floating holiday.
 - **Cash Outs:**
 - Sick Leave Buy Back Program allows cash out of 50% of unused sick leave accrued in the 12 month period between November and October.
 - Vacation Buy Back Program includes the option to cash out one week of unused vacation per year (benefit currently authorized for FY16-17).
 - Holiday Buy Back Program allows a maximum of 8 hours of unused holiday to be paid back to the employee during the second pay period of the calendar year.

We Welcome Your Application

Candidates must complete a City of San Gabriel application, résumé, and cover letter. All application materials must be submitted online by 5:00 p.m. on Friday, January 20, 2017. To apply, please visit jobs.sangabrielcity.com. *Faxed or emailed applications and/or résumés are not accepted.*

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主。

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.