



CITY OF SAUSALITO
420 Litho Street, Sausalito CA 94965
Attn: Human Resources Administrator
(415) 289-4130 FAX (415) 289-4167
spaterson@ci.sausalito.ca.us

FINANCE (ACCOUNTING) MANAGER
\$8,000/ DOQ

Full-time Position in the Finance Department
Application Deadline: February 19, 2016 by 5:00 p.m.

THE COMMUNITY: Tucked against the hills of a national park along the San Francisco Bay, Sausalito boasts a unique and spirited history. In the pre Golden Gate Bridge years, its close proximity across the bay from San Francisco helped Sausalito become a refuge from busy city life and develop into a bustling transportation hub. Today, Sausalito attracts a steady stream of visitors looking to experience the art galleries, floating home communities or simply to enjoy dinner on the coast watching the ships roll in. As Sausalito's cultural and economic spirit changed over time, the City continued to thrive due in large part to its effective leadership. This leadership continues today as the City Council prides itself on being on the forefront of forward-thinking financial management.

CITY GOVERNMENT: Sausalito is a General Law City incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

THE POSITION:

Under administrative direction, manages the City's accounting functions; performs advanced professional, analytical, and administrative work; assists with preparation of the Annual Budget and financial reports; and performs related work as assigned. This employee will ensure all activities and reporting are carried out in accordance with Generally Accepted Accounting Principals (GAAP) and will assist in compliance with the Government Accounting Standards Board (GASB). Provides professional and technical assistance to the Administrative Services Director /Treasurer. The Finance Manager may act as the Administrative Services Director / Treasurer in that position's absence.

Examples of Duties include but are not limited to:

- Plan and manage month-end and year-end closing; interim and final audits. Take a lead role in meeting the year-end financial reporting and audit deadlines. Review of materials and financial statements; and prepare response to audit findings.
- Ensure accuracy and timely submittal of financial reports for Federal, State and other agencies. Ensure accuracy of capital, debt, and grant reporting and assist departments in development of presentations and/or reports.
- Conduct a wide variety of special studies; prepare detailed and analytical accounting, budget, financial, statistical, narrative and staff reports. Attend meetings and make presentations to staff, Council, the public, and other agencies as assigned.

- Implement and maintain effective internal accounting control; assist operating departments in understanding and utilizing appropriate controls.
- Monitor, interpret and review changes to relevant Federal and State laws and regulations. Develop, recommend and implement changes to the City's financial management policies and procedures to ensure compliance with new accounting standards, laws, ordinances and regulations, and best practices.
- Respond to and resolve citizen and staff inquiries and recommend solutions to address issues. Coordinate activities with other City departments and outside agencies.
- Support organizational development, efficiency, and effectiveness. Provide assistance, support, and direction to other Finance staff.
- Perform other duties as assigned.

QUALIFICATIONS

Required:

The ideal candidate will have a Bachelor's degree from an accredited four-year college or university in accounting, finance, business administration, or closely related field. A Master's degree in accounting or related field or CPA is desired. Substantial professional accounting experience that includes at least five years in accounting, finance, and budgeting fields with knowledge of and ability to apply GAAP, interpret GASB statements, and prepare timely and accurate financial reports. Substantive experience within local government is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Must be an advanced Microsoft Excel user. Experience with Springbrook accounting software, and Opengov transparency / business analytic tool is desirable.

BENEFITS OFFERED TO THE FINANCE MANAGER:

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, long-term disability, and PERS long-term care insurance. The City is a member of the CalPERS Retirement System. "Classic" member is 2% @ 55, new member is 2% @ 62. (We are not a Social Security Agency).

Leave: Management unit employees are granted 80 hours of Administrative Leave per calendar year, accrue 136 hours vacation, and 96 hours sick leave annually. Management employees are entitled to 10 paid holidays each year.

APPLICATION PROCEDURE:

To obtain an Employment Application: visit <http://www.ci.sausalito.ca.us/Index.aspx?page=816>

Submit all application materials by email, mail or personal delivery to the City of Sausalito, Attn: Human Resources as listed at the top of this flyer:

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the Finance Manager position
- City Employment Application completed and signed
- Three references who can speak to your ability to succeed in this role
- Completed Supplemental Questionnaire

Deadline to Apply: Friday, February 19, 2016 by 5:00 pm

Submit all application materials by mail or personal delivery to:
City of Sausalito,
Attn: Susan Paterson/Human Resources Manager
420 Litho Street
Sausalito, CA 94965

Applications are available on our City website <http://ci.sausalito.ca.us>.

Note: Application materials must be received at City Hall by the deadline; postmarked applications that arrive after that date will be considered late.

Attached:

1. Supplemental Questionnaire

The City of Sausalito is an Equal Opportunity Employer

FINANCE MANAGER

APPLICANT: _____

SUPPLEMENTAL QUESTIONNAIRE

SUPPLEMENTAL ESSAY QUESTIONS

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question and submit your answers as part of your online application by February 19, 2016.

1. Please tell us why you are interested in this position and why this is a good time in your career to come to the City of Sausalito.
2. The City of Sausalito Finance Manager will be responsible for working with comprehensive and complex interlinked Excel workbooks using advanced worksheet and Excel add-ins formulas. Please explain what experience you have with advanced Excel workbooks.
3. Please describe your experience with preparing financial statements, working with auditors, and if applicable, developing the Comprehensive Annual Financial Report (CAFR) for a government entity.