



Seeking a highly motivated professional to join the Management Team.

3675 Mt. Diablo Blvd., #210
Lafayette, CA 94549

Phone: 925.284.1968
Fax: 925.284.3169

www.lovelafayette.org

Financial Services Manager

An Outstanding Opportunity

The City of Lafayette (pop. 24,000) is recruiting for the position of Financial Services Manager. The City prides itself on its healthy financial position. The City has over \$7M in reserves, has had clean audits for over 15 years, has balanced the budget every year for over 20 years and enjoys a AAA credit rating. The position reports to the Administrative Services Director and supervises two employees (1.75 FTE).

The Financial Services Manager organizes and oversees day-to-day financial processing, reporting, and record-keeping activities for accounts payable, accounts receivable and payroll. Responsibilities include performing diverse, specialized, and complex work involving significant decision-making responsibility including account reconciliation, debt management, maintaining adequate daily cash flow, preparing State regulatory reports and coordinating annual financial audits. In addition, the Financial Services Manager is responsible for providing professional-level support to the Administrative Services Director in a variety of areas including budget preparation and benefits administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work.

This is a big job in a great city! The new Financial Services Manager will be part of the City's management team joining a long-tenured staff of dedicated and fun professionals.

The Position

The Financial Services Manager reports to the Administrative Services Director and performs the following duties:

- ◆ Oversees the daily operations of the Financial Services Division, including monitoring, forecasting and analyzing financial information.
- ◆ Manages and participates in all activities related to the City's accounting functions, including accounts payable, accounts receivable and payroll.
- ◆ Maintains and reconciles ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- ◆ Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares new-year, mid-year, year-end and special reports, including the State Controller's Report and Comprehensive Annual Financial Report (CAFR).
- ◆ Manages the City's investment and monitors cash flow for all funds.
- ◆ Manages annual independent audit; schedules, provides information and reporting for audits.
- ◆ Prepares financial documentation and materials for filing FEMA claims for reimbursement.
- ◆ Manages benefit program for employees including health and retirement accounts.
- ◆ Assists the Administrative Services Director in preparation of annual budgets and monitors expenses monthly.
- ◆ Stays abreast of and applies new financial regulations and best practices as applicable.



The Ideal Candidate

The City is seeking an expert finance professional who can enthusiastically and competently manage the City's finance department including budgeting, revenue management, accounting, and payroll. The candidate will also be able to advise the City Manager and City Council on long-term financial planning policy matters. Exceptional communication skills, management ability and professional accounting are required. Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of management and/or administrative accounting experience, including three (3) years of supervisory experience is expected. Experience in the field of municipal or non-profit finance as well as a CPA is highly desirable.

Compensation & Benefits

The salary range for the position is \$107,184 to \$136,754. The City also provides an attractive benefits package that includes:

- ◆ A 401-A retirement plan with City-paid monthly contributions of 10% of salary with the option of a 5% match as well as City-paid social security contributions.
- ◆ City-subsidized health and dental insurance as well as life insurance and disability insurance.
- ◆ 12 paid holidays, 10 days of administrative leave, and up to 20 days of annual vacation, depending on tenure.
- ◆ Challenging, interesting work; opportunities for innovation and creativity; family friendly policies; a flexible work environment; and casual dress.

The Community & City of Lafayette

Lafayette is located on 15 square miles in Contra Costa County, one of nine counties of the San Francisco Bay Area. The City was incorporated in 1968, although settlement of the area began in 1848. Lafayette is noted for its high quality of life with top rated schools, low crime rate, small town downtown, clean air, mild climate and oak tree-studded hills. Located between Berkeley and Walnut Creek, Lafayette has its own Bay Area Rapid Transit station (BART) and is only a 25 minute BART ride from San Francisco. The City of Lafayette is a General Law city, operating under the council-manager form of government, with five Council members elected at large and a Mayor selected by and from the Council annually. The City's 2013-14 expenditure budget totals more than \$28 million, including a General Fund budget of \$10.5 million. The City contracts for many services, but retains about 40 part- and full-time employees who work as a closely integrated team. Police services are provided by a contract with the County Sheriff's Department while fire protection is provided by the Contra Costa Consolidated Fire Protection District. City leaders are committed to the effective use of commissions, committees, and volunteers.

Application & Selection

The final filing date is December 2, 2013. To be considered, you must submit a City of Lafayette Employment Application, plus other material that the applicant may feel is relevant. You may obtain an application at the website, www.lovelafayette.org, although no applications will be accepted via e-mail. Please mail completed applications to 3675 Mt. Diablo Blvd., #210, Lafayette, CA 94549.

Following the filing date, resumes will be screened and candidates with the most relevant qualifications will be invited to interviews in January. It is currently anticipated that an appointment will be announced in February 2014.