

The City of Stockton invites your interest for the position of

ACCOUNTING MANAGER

ADMINISTRATIVE SERVICES DEPARTMENT



Annual Salary
Up to \$160,800*

*Depending on Qualifications

Administrative Services Department

The Administrative Services Department provides vital systems and services administered through five divisions: Administration, Budget, Financial and Accounting Operations, Debt and Treasury, and Revenue Services (including Utility Billing).

The department provides a variety of services to the public and City departments, including:

- Direction for City financial planning efforts
- Revenue generation: billing, collecting, investing and disbursing all funds
- Reports on accounting and financial activities
- Utility Billing
- Refund Requests
- City Taxes, Utility Users Tax, Business License Tax, TOT, TBID
- Accounts Receivable, including: Animal License, Parking Citations, City Fees
- Coordination of City's procurement activities
- City Fiscal Policies: Land Secured, CIP Debt Financing, Investments, Municipal Utilities Department Reserve, and General Fund Reserve
- Payroll and Accounts Payable
- Debt/Investment/Cash Management

The Community

Stockton is the 13th largest city in California with a diverse population exceeding 320,000. In addition to receiving All-America City status in 1999, 2004, 2015, 2017, and 2018, Stockton was recently named by U.S. News and World Report as the 12th best place to live in California. Truth in Accounting ranked Stockton as the 4th most fiscally healthy large city in the country in 2021. For additional information about our community, please visit www.VisitStockton.org.

Our waterfront location makes Stockton a popular destination for recreation and entertainment, with miles of waterways for water skiing, boating, fishing, and other water activities. With a year-round climate that welcomes outdoor activities, residents and visitors have an opportunity to enjoy the City's 66 neighborhood and regional parks and amenities.

Downtown, the historic Bob Hope (Fox) Theatre hosts live performances, the waterfront Stockton Arena is home to the Stockton Kings and Banner Island Ballpark is home to the Stockton Ports, a single-A, minor league baseball team.

Four school districts offer K-12 educational opportunities within the community. Parents and students can also choose from a variety of private and charter schools. Higher education options include the University of the Pacific, California State University, Stanislaus (Stockton Campus), San Joaquin Delta Community College, Humphreys College and School of Law, as well as a variety of other private and vocational schools. With its central location, unique neighborhoods and housing options, and emerging economy, Stockton has become one of the premier communities in the San Joaquin Valley and a very desirable place to live, work and raise a family.

The Position

This is an at-will position in which incumbents are responsible for municipal accounting procedures and records in the areas of accounts payable, revenue, general ledger, accounting for grant programs, encumbrances, expenditures, appropriations, managing the month-end and fiscal year-end processes, managing the annual audit, general debt obligations, revenue bond and sale/lease financial records. The incumbent performs accounting and analysis work of a complex nature to ensure accurate reporting of the City's financial position and assess and resolve financial and accounting procedural problems, in addition to supervising professional accounting and related support staff. This position represents the City in professional accounting services and reporting to departments, auditors, federal, state and local agencies, as well as the public.

Ideal Candidate

The ideal candidate is a proven leader of professional accounting staff in the delivery of accurate and timely financial activities. This person should possess extensive experience in implementing and administering applicable government accounting standards and pronouncements. Additionally, the candidate should be able to distill complex financial concepts into understandable terms, maintain functional aspects of a financial computer system, provide accurate financial reports, place the highest value on community needs and ethical standards, and enjoy working in a close-knit team environment. This position depends heavily on the ability to develop trusting personal relationships between department staff and community members.

Principal Duties

- Develops and implements goals, objectives, policies, procedures, and work standards for the division; directs the preparation and administration of the division's budget.
 - Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the division.
 - Confers with and advises City staff regarding accounting and financial and technical procedures and legal requirements.
 - Provide recommendations and solutions to complex situations involving accounting regulations; investigates, resolves, and provides direction on complex accounting issues, financial reporting, and audits.
 - Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and check and balances; ensures that necessary corrective actions are taken.
 - Directs the preparation, maintenance, verification, and reconciliation of a wide variety of accounting reports, invoices, records, statements, and data processing input/output.
 - Develops, reviews, and recommends improved accounting methods and procedures.
 - Coordinates internal and external audit functions for the City including preparation of financial reports and preparation of materials for the external audit. Facilitate City response and collaborate with a wide range of federal, state, and private auditors in auditing the City's financial records.
 - Interprets and applies legal and administrative concepts to various accounting functions.
 - Coordinates work activities with other division staff to ensure proper interface of accounting transactions and adjustments from subledgers and separate reporting systems. Coordinates with other City departments on implementation of software to ensure they correctly interface with the general ledger.
 - Maintains current knowledge of legislation affecting City accounting practices and procedures and implements revised procedures as required; performs internal audits and analysis of control systems.
 - Prepares and analyzes a variety of complex analytical, statistical, and narrative reports, statements, schedules, and correspondence required by City administration and federal, state, and private agencies.
 - Assumes management responsibility for the timely and accurate preparation of financial and statistical reports and records in accordance with City policies and Generally Accepted Accounting Principles (GAAP). Responsible for preparing and publishing the City's Annual Financial Report, State Controller's report, federal grant reporting, and other special reports.
 - Monitors, evaluates, and recommends internal control procedures.
 - Oversees the proper reconciliation of the City's Fiscal Agents activity regarding bond issued proceeds.
 - Administers or approves direct banking tasks related to wires, ACT, EFT, positive pay and direct deposit processes.
 - Analyzes the financial information needs of City departments and implements financial systems to fulfill these needs including evaluating current effectiveness of current systems and procedures. Responsible for maintaining and updating the City's Chart of Accounts for this purpose.
 - Coordinates the use of financial information systems including facilitation, scheduling, and troubleshooting program, applications, and system error; ensures accuracy of data and records.
 - Coordinates and implements new accounting pronouncements and standards. Monitors changes in regulations and technology that may affect assigned function and operations; implements policy and procedural changes after approval.
 - Represents the division outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
 - Researches and prepares technical and administrative reports; prepares written correspondence.
 - Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
 - Fosters an environment that embraces integrity, service, inclusion and collaboration.
 - Be an integral team player, which involves flexibility, cooperation, and communication.
 - Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

Administrative Services Mission Statement

To provide financial, administrative and technical support to residents, business partners, decision makers and other City departments; and to safeguard and facilitate the optimal use of City resources for strategic financial planning.

Minimum Qualifications

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, business administration, or a closely related field, and two years of lead or supervisory experience over a general accounting function. Experience in a public agency or governmental setting is desirable.

Other Requirements:

Specified positions may require possession of a valid California Class C driver's license.

Compensation and Benefits

The annual salary range for the Accounting Manager position is \$124,424.04 - \$160,800.00 depending on qualifications.

Benefits* include, but are not limited to:

- Retirement: California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- Vacation: 120 hours of vacation per year.
- Health Benefits: The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents, and offers a choice of four plans.
- Holidays: 12 fixed and 1 floating per year.
- Sick Leave: 96 hours per year.
- Deferred Compensation: A deferred compensation plan is available at the employee's option.
- Section 125 (Flexible Spending Account): Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- Life Insurance: Policy value of \$50,000.
- Work Schedule: A City of Stockton 9/80 work schedule - 7:30am to 5:30pm, Mondays through Thursdays; 8:00am to 5:00pm on Fridays, with alternating Fridays off.

*Please visit our website for a complete list of benefits

FUTURE SALARY INCREASES:

- Effective 7/1/2024, 3% Cost of Living Adjustment
- Effective 7/1/2025, 3% Cost of Living Adjustment

INCENTIVES FOR NEW EMPLOYEES:

- Sign on Bonus - \$2,000
- 40 hours of sick leave for immediate use

FUTURE INCENTIVES:

- Employee employed as of 7/1/2024 will receive \$2,000 lump sum
- Employee employed as of 7/1/2025 will receive \$2,000 lump sum

The Process

This is an At-Will position (unclassified/unrepresented). Only those applicants who best fit the needs of the City will be considered for this career opportunity. Applicants who fail to complete the online application, supplemental questions, and provide proof of education, resume and cover letter by the closing date will be subject to rejection. The most qualified applicants will be referred to the hiring department.

If you are interested in pursuing this new and challenging career opportunity, please visit our website to apply online at:

www.stocktonca.gov/jobs

Final Filing date: April 19, 2024; 5:00 p.m.

THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER