

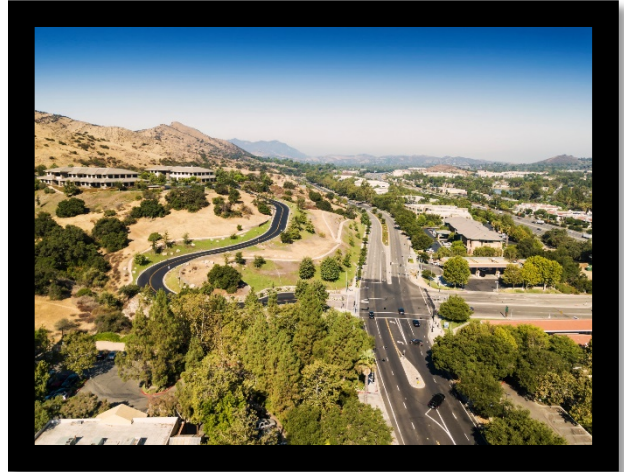


EMPLOYMENT OPPORTUNITY

FINANCE MANAGER

FULL TIME - EXEMPT

*Applications will be accepted on a **CONTINUOUS BASIS**. The first review will be **March 13, 2023, at 5:00 p.m.** However, **this recruitment may close at any time without notice**. Interested parties are strongly encouraged to submit application materials as soon as possible.*



Exciting New Opportunity

The City of Agoura Hills Finance Team is currently hiring for one open position. Appointments will be made dependent upon qualifications and experience.

FINANCE MANAGER
\$8,939 - \$10,891 Monthly

Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled, and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. This is an outstanding opportunity to join a small but dynamic organization dedicated to serving the Agoura Hills community. The City of Agoura Hills has thirty-four (34) full-time employees, and the Finance department consists of four (4) employees.

What You'll Do

- Coordinate, supervise and/or perform financial activities including payroll, accounts receivable, accounts payable, redevelopment, cash flow and other related programs.
- Assist in the development and implementation of departmental goals, objectives, policies and procedures.
- Responsible for timely deposit at bank of cash receivables and electronic transfers as approved. Monitors daily cash position.
- Prepares journal entries relating to year-end closing; performs complex adjusting entries affecting several funds; and assists with the year-end close of the City's financial records.
- Performs grant accounting functions.
- Assists in the preparation of the Annual Comprehensive Financial Report, State controller reports, and related year-end financial statements, schedules, notes and reports; ensures selected general

ledger accounts and annual reports accurately reflect City's financial position at fiscal year-end; assists staff and City auditors with the pre-audit and audit.

- Responds to questions and provides information regarding established policy or procedures; provides liaison to vendors to resolve problems.
- Prepares journal entries on fixed assets and Construction in Progress additions/deletions; updates the fixed asset subsidiary ledgers; prepare annual depreciation schedule; prepares fiscal year end reports on fixed asset balance sheet accounts.
- Represents the department at City Council meetings, staff meetings, conferences, task force meetings, state and local organizations and associations as needed.

What You Bring

EDUCATION: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration or related field, including three (3) years of supervisory experience, which involved preparation of an Annual Comprehensive Financial Report and annual budget; maintaining financial and statistical records, including grant accounting, and year-end closing procedures; performance of complex financial record keeping, especially as they pertain to municipal accounting systems;

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and practices of financial record keeping; general office procedures; related laws and ordinances. Skill in the operation of a variety of office equipment, including skill in the preparation of complex spreadsheets. Ability to understand, interpret, and apply complex financial record keeping, especially as they pertain to municipal accounting systems; related policies and procedures; identify and reconcile differences within the record keeping system; analyze situations accurately and adopt an effective course of action; requiring and understanding of the relationship among accounting records and documents; and prepare manual and computerized financial reports, and maintain ledgers and journals; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS

Possession of or ability to attain a valid California class C driver's license, acceptable driving record, and evidence of auto insurance are required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the class in a successful manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class the employee is regularly required to sit, talk, or hear, both in person or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push equipment and supplies weighing up to 40 lbs. is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus.

Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment

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

What We Offer

Finance Manager 2023

- Retirement: CalPERS retirement (2% @55 formula for classic members; 2% @62 for new members). The City does not participate in the Social Security system; however, federal mandate requires employees to contribute 1.45% of wages to Medicare.
- Health Care Benefits: Medical insurance is provided by the City for all full-time employees and their dependents up to \$2,500/month. Vision and Dental insurance for full-time employees and dependents also provided.
- Short-Term & Long-Term Disability Insurance: provided by the City at no cost to the employee.
- Life Insurance: provided to full-time employees by the City in the amount equal to 1 ½ times their annual salary.
- Deferred Compensation: The City will match up to \$80.00 per pay period towards employee deferred compensation contributions.
- 9/80 Work Schedule: Employees are eligible to participate in a 9/80 work schedule.
- Holidays: Accrue 12 paid holiday per year. Sick Leave: Accrue 12 paid sick days per year. Vacation: 1-5 years of service = 80 hours; 6-10 years of service = 120 hours; 11 or more years of service = 160 hours.
- Administrative Leave: 40 hours per year.

Are you ready? Apply!

Submit your application and resume online at www.agourahillscity.org or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Amber Victoria at avictoria@agourahillscity.org. Applications materials will be screened on a continuous basis with the first review date of Monday, March 13, 2023, at 5:00 pm. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of a completed City Application. **This recruitment may close at any time without notice.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to an interview.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).