



# Accounting Manager



## OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College, and the University of California, Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina, the City offers exceptional opportunities for year-round outdoor recreation.

## CITY GOVERNMENT

Berkeley has a council-manager form of government. The City is governed by a Mayor, elected at-large, and eight councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations. The eight councilmembers are entrusted with different tasks including facilities, infra-structure, transportation, environment sustainability, land use, housing and much more. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates, and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

Apart from organizing recreational events like summer camps, the city government also provides mental health and public health services to the community. The City's budget is revised every two years and it includes a five-year capital improvement program for the welfare of the community. The City's budget reflects its goals and priorities for the coming year's employees.

## THE FINANCE DEPARTMENT

The Finance Department provides direct services to the entire Berkeley community, which includes approximately 120K residents and more than 11,000 businesses. The total City budget is \$668,825,973 of which \$236,688,390 is the General Fund. With a staff of 49 budgeted FTEs, the Finance Department's mission is "To conduct all of our responsibilities with integrity, warrant and receive the trust of colleagues and constituents, and to positively support the delivery of quality services to fulfill the City's mission and citywide priorities. Within the framework of full disclosure and quality customer service, our principal obligations are to safeguard City assets, maximize revenues, manage the business of City programs, and provide accurate, timely, and complete financial information."





## THE POSITION

The Accounting Manager directs, plans, and organizes the activities of the Accounting Division including offering technical guidance, financial analysis, and managing the preparation of comprehensive reports, including acting as the lead on the City FUNDS Replacement Project and lead and preparer of the Comprehensive Annual Financial Report (ACFR). In addition, the position is responsible for all bank reconciliations, development of the indirect cost allocation plans, and the quality control review of accounting transactions entered by all departments. This position will ensure productive working relationships with other departments, advise both executive and line staff on proper accounting and internal controls which requires a high level of accounting abilities, solid understanding of statistical and quantitative methodology, and excellent communication and interpersonal skills to ensure a positive and high performing working environment as many accounting entries are decentralized in the departments. Pays all the City's vendors, prepares all required State Controller reports, and files and pays all City payroll and tax returns, acts as the liaison with the independent auditor, and federal and state auditors in the audits of the City's financial statements.



Accounting manager responsibilities also require the candidate to have good knowledge of automated financial enterprise systems and their use in financial management, control, and reporting related to general ledger, subsidiary ledgers, and fixed asset control. The candidate should be well versed with the laws and regulations related to the City's fiscal operations, including those of the Federal Internal Revenue Service, State Franchise Tax Board, and State Board of Equalization.

## THE IDEAL CANDIDATE

Bringing a high level of skills in the areas of governmental accounting theory (i.e., Governmental Accounting Standards Board Statements, especially Statement Number 34), financial analysis, implementation, and maintenance of accounting systems, process improvements, and extensive knowledge of the Single Audit Act, OMB Circular A-87. The ideal candidate will be a dynamic team leader and team builder with a willingness to be hands on in providing technical guidance, mentoring, and being hands on when necessary to complete projects. The successful candidate needs to have excellent project management and communication skills as well as have a track record of strategically assessing workload, talent, and structure, and implementing best practices to improve procedures and performance. The next Accounting Manager will supervise a staff of eight with two direct reports. Excellent interpersonal skills will be necessary to foster an environment of collaboration and effective communication with employees from all departments. The ideal candidate will have a reputation for high integrity, honesty, good judgement, and solid organizational abilities and experience managing accounting/finance projects timely and efficiently, and the vision to prepare a robust strategy for the coming years.

## QUALIFICATIONS

- BA/BS in Accounting, Business, Finance, Economics, or a closely related field.
- Five (5) years plus of professional accounting experience including public sector/government accounting.
- A background implementing accounting systems is ideal.
- Two (2) years plus in management and staff supervision.
- A Certified Public Accountant (CPA) license is highly desirable, but not required.



## COMPENSATION

The annual salary range for the Accounting Manager is **\$130,312.00 - \$158,392.00**. Placement within the stated range will be based upon the selected candidate's experience and qualifications.

In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

- **Retirement Plan** – City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service. The City pays 8% EPMC.
- **Deferred Compensation** – Employees may contribute up to \$20,500 per year to the Deferred Compensation Plan.
- **Health and Dental** – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.
- **Life Insurance** – City-paid life insurance coverage for employees.
- **Vacation** – Two weeks of vacation earned annually, increasing to three weeks starting after year three. (This benefit is subject to negotiation depending on experience).
- **Administrative Leave** – 50 hours of management administrative leave annually.
- **Holidays** – 13 regular paid holidays plus three floating holidays annually.
- **Sick Leave** – Employees earn 12 days of sick leave annually.
- **Y.M.C.A.** – City-paid discount on Y.M.C.A. membership.

## APPLICATION AND RECRUITMENT PROCESS

**This recruitment is Open Until Filled.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/accounting-manager/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.