



# Accounting Supervisor





## THE COMMUNITY

Ontario is a progressive city located in southwestern San Bernardino County, California, 35 miles east of downtown Los Angeles and 23 miles west of downtown San Bernardino. Located in the western part of the Inland Empire metropolitan area, it lies just east of Los Angeles County and is part of the Greater Los Angeles Area. The population is approximately 180,000. With sunshine and a temperate climate year around, Greater Ontario is local to all things Southern California- from the mountains to sea, deserts to vineyards, and wide-open spaces; yet still close enough to urban centers, making the City a desirable destination. The City itself offers an array of restaurants and nightlife, an international airport, shopping, major sports venues, and semi-pro athletic teams. The City of Ontario boasts all the amenities of Los Angeles and Orange Counties without the expense, hassle, and traffic. With a highly skilled workforce, reasonable lease rates, quality office and retail development, and more than 130 million square feet of industrial, manufacturing and distribution space, Ontario is an incredible community for business. Ontario is known as the "Gateway to Southern California." With three major interstates, two railroads and the Ontario International Airport, the City of Ontario offers direct access from Los Angeles to the rest of California, and to North America.



## CITY GOVERNANCE

The City provides a full range of services to the community including Police, Fire, Management Services, Community Life & Culture, Community Development, Economic Development, Public Works and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,517 full-time diverse and talented employees who work to support a common goal of providing excellent service to the community. The City of Ontario operates under the council-manager form of local government. The five members of the City Council are elected by the citizens as the legislative, policy-making branch of City government; and the City Manager is appointed by the City Council to implement policy and manage day-to-day operations. All Council Members serve at large and serve four-year terms. Every even-numbered year, either the Mayor and two Council Members or two Council Members, the City Clerk and City Treasurer stand for election. The Council Members also sit as the Commissioners of the Ontario Housing Authority.

We invite you to learn more about the City of Ontario by reviewing the City's website: <https://www.ontarioca.gov>

## THE POSITION

This position is responsible providing supervision, administrative and operational support for the Accounting Division in the Financial Services Agency. It is distinguished from the Assistant Finance Director by the by the latter's responsibility of all divisions within the Financial Services Agency. There are two Accounting Supervisors for the Accounting Division.



### Essential job functions include, but are not limited to:

- Plans, organizes, and administers a comprehensive fiscal accounting program, including financial record keeping, auditing, and reporting in compliance with Government Accounting Standards Board (GASB) standards.
- Participates in the development and implementation of department goals, objectives, policies and priorities.
- Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
- Reviews, analyzes and reconciles reports prepared by accounting staff; oversees and participates in the preparation of the Annual Comprehensive Financial Report (ACFR) utilizing Government Accounting Standards Board (GASB) standards.
- Prepares documents, presentations and agenda reports; attends City Council, executive, and committee meetings regarding accounting and other related subjects.
- Assists in the coordination of the annual audits of financial statements and actuarial studies.
- Performs month-end, fiscal year-end, and calendar year-end accounting system processing and reporting; examines related accounting transactions to ensure accuracy.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules.
- Participates in the development, revision, interpretation, and maintenance of policy and procedure manuals governing fiscal matters; provides information to City Departments regarding financial policies and procedures.
- Monitors financial processes and procedures in City departments, including internal audits, and checks and balances; ensures that necessary corrective action is taken.
- Serves as the liaison with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of municipal accounting, public administration, and related fields.
- Conducts studies and performs special projects.
- Performs additional duties as required.

Exciting times are ahead for the City and its Accounting Supervisor. With newly acquired staff, the Accounting Supervisor will lead and develop the Accounting Division. The responsibilities include implementing and ensuring internal controls are actively utilized so that each department complies with all applicable state, federal, and local laws. The Accounting Supervisor will monitor how each department uses general funds, special revenue, capital project, enterprise, internal services, and agency funds. This is essential during the City of Ontario's time of robust growth, ensuring sustainable development as the City expands by acquiring new and exciting assets such as the Regional Sports Complex. With the U.S. Census Bureau's prediction that the City of Ontario will double its population by 2035, the Accounting Division will play a crucial role in managing the City's finances.



### The individual selected to assume this position will be expected to:

- Foster a work environment that encourages communication, team collaboration, employee development and growth; and motivates high performance and accountability.
- Assist in developing and implementing strategic plans, policies, and procedures.
- Cultivate new and continuing relationships with colleagues and key stakeholders and support the City's fiscal growth.

## THE IDEAL CANDIDATE

The ideal candidate will be a positive and collaborative leader with effective decision-making skills who will be dedicated to building a growing accounting team in a city that is experiencing exciting economic growth. The ideal candidate must have a strong understanding of Governmental Accounting Standard Board Statements and be an expert in financial analysis, implementation, maintenance of accounting systems, process improvements, and public audit. They should also embody the values of our City's Approach to Public Service, including commitment to the community, excellence through teamwork, and doing the right thing the right way. This position requires the ability to manage a fast-paced work environment and be hands-on when necessary, particularly with more complex projects. Experience with different funding sources and revenues is a must, such as community facilities districts, municipal utilities, development impact fees, grants, and housing authority. The successful candidate will be able to inspire, motivate, and empower staff while also serving as a model for Ontario's workforce. They will encourage teamwork and collaboration to ensure high performance and quality project deliverables.

### FIVE TOOL PLAYER

Borrowing from the baseball concept of an ideal player (one who can hit, hit with power, throw, field, and run), the City of Ontario is seeking employees who are strong Leaders, Thinkers, Operators, Communicators, and Public Servants.

- **Leaders** – Ethical, Hard-Working, Respectful, Self-Aware
- **Thinkers** – Analytical, Creative, Strategic, Vision
- **Operators** – Expert, Mission, Structured, Tactical
- **Communicators** – Clear, Diplomatic, Intuitive, Listener
- **Public Servants** – Dedicated, Empathetic, Involved, Professional



### Key Attributes and Characteristics:

- Excellent interpersonal skills are necessary to build positive working relationships with the City leadership, staff and partnering departments, professional or peer organizations, various state, and federal agencies, as well as vendors and suppliers.
- Excellent communication skills and professionalism in making presentations in front of audiences of various sizes and at all levels.
- Strong personnel management and a motivational leadership style; able to delegate authority and responsibility while promoting individual accountability and high performance.
- A collaborative problem solver who is able to form consensus, be organized and decisive, and work with a sense of urgency.

## QUALIFICATIONS

- Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration or related field.
- Five years of increasingly responsible experience in the preparation, administration, analysis, and development of municipal financial statements, including one year of lead or supervisory experience. Experience with governmental and financial reporting practices and procedures.

### Desirable:

- Registration as a Certified Public Accountant

## SALARY AND BENEFITS

**\$119,516.80 - \$145,308.80 effective July 1, 2023**

**\$130,873.60 - \$159,120.00 effective July 1, 2024**

### The City pays competitive benefits that include:

- CalPERS Classic 2.5% @ age 55 and PEPRA 2% @ age 62. City contributes to Social Security (employee contribution 6.2%).
- Deferred Compensation 401a – The City provides a monthly contribution of \$200.00.

- 2023 Medical Benefits through Kaiser, Anthem Blue Cross, Blue Shield, Health Net, Sharp Health Plan, and United Healthcare plans; the City pays up to \$1,966.15 per month.
- Dental benefits through Delta Dental Insurance- The City pays up to \$114.60 per month.
- Vision benefits through Vision Service Plan (VSP)- The City pays up to \$17.24 per month.
- Holiday- 13 paid holidays a year
- Annual Leave- 192 hours accrued in first year of employment.
- Management Leave- 40 hours per calendar year
- Work Schedule- 9/80

To view the City's benefit plans, please click [HERE](#).

## APPLICATION AND SELECTION PROCESS

**The final filing date is Friday, January 5, 2024.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/accounting-supervisor-ontario/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For more information, contact:



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Website: <https://koffassociates.com/>

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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

