



# HAYWARD



CITY OF HAYWARD, CALIFORNIA

# Accounting Manager





## The Hayward Community

With over 160,000 residents and encompassing 61 square miles, Hayward is the sixth largest city in the San Francisco Bay Area. This East Bay City is strategically located 14 miles south of Oakland, 25 miles southeast of San Francisco and 26 miles north of San Jose. Hayward is known as the "Heart of the Bay" and is a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station and the Hayward Executive Airport. Hayward is, according to the 2010 census, the second-most ethnically diverse community in California, evidenced by its many cultural events and diverse local businesses. This is a family-oriented community that is home to Cal State East Bay, its historic downtown, a PGA championship golf course, and some of the best weather in the Bay Area! Hayward has capitalized on all of its advantages and caught the eye of young professionals, families and major developers.

Today, Hayward is on the cusp of yet another evolution, leveraging its unparalleled location, relative affordability, and a wide range of quality of life benefits to catch the eye of everyone from Fortune 500 companies to young professionals, families, tech startups, and major developers. A wide range of community-wide events supported by volunteers and civic organizations provide countless opportunities to unify residents in a celebration of community spirit. Hayward is rich in cultural facilities and prominent heritage sites. Museums, theatres, galleries, and displays of public art are plentiful, highlighted by the City's Japanese Garden, the Douglas Morrison Theatre, the Hayward Area Center for History and Culture, and numerous art galleries. The City is rich with public art as well, headlined by its nationally recognized mural arts program. These elements form a rich tapestry in Hayward's historic downtown, a resurgent food and entertainment hub with excellent transit connectivity.

Learn more about Hayward by browsing [here](#).

## City Governance

Founded in 1852 and incorporated in 1876, Hayward is a charter city (adopted in 1956) and operates under a council-manager form of government. This combines the

strong civic leadership of elected officials with the effective managerial experience of an appointed city manager. Above all else, the City is a service organization, and it exists to serve the public. Hayward's municipal government is doing its part to drive the Hayward community forward. Hayward's full-service municipal organization consists of 13 separate departments, which include public safety departments such as police and fire. Together, under the guidance of accomplished department directors and with the support and mandate of the City Council, the City carries out its mandate to serve. The Mayor and six Council members represent the residents of Hayward, review public policy, and adopt policies responsive to the community. Further, the Hayward City Council has six standing committees that explore new policies and programs and develop recommendations to present to the full City Council. The City has an operating budget of just over \$400 million for 2024, with 937 municipal employees serving 160,000 residents.

## The Accounting Division

The Accounting Division is a part of the City of Hayward Finance Department and is responsible for the City's general accounting, management of the City's general ledger, and preparation of internal and external financial reports and statements. The Division also manages City-wide payroll, accounts receivable, bank reconciliation, accountability of fixed assets, and special assessment administration.

Accounting staff record all City financial transactions in compliance with Generally Accepted Accounting Principles (GAAP) and are in charge of preparing the City's Annual Comprehensive Financial Report (ACFR). In addition, accounting staff assist with component unit financial statements, provide interim financial and management reports, and assist other City departments and agencies in preparing and interpreting financial data. The division comprises two main sub-divisions, payroll and accounting, with a total staff of 9 individuals.

To learn more about the Accounting Division, click [here](#).



## The Position

Under general direction of the Deputy Director of Finance, and with input as appropriate from the Director of Finance, the Accounting Manager will plan and supervise the Accounting Division of the Finance Department, to assist in developing and implementing financial planning, operations and reporting procedures. Further, this role will evaluate, develop and implement accounting systems and procedures. This class is a division head in the Finance Department. The incumbent will perform a variety of finance and accounting tasks involving complex governmental accounting and reporting processes. The Accounting Manager exercises direct supervision over professional, technical and/or support staff. An eligibility list will be created for this position. Essential duties require standard office environment requirements including sitting for prolonged periods, etc. Effective interaction with the public and all different levels of City staff is required. Being able to drive to various location throughout the City to fulfill assigned duties is also required.

## Essential Duties

- Directs, plans and organizes the activities of the Accounting Division, including developing and implementing division goals, objectives, policies and procedures, and priorities.
- Directs the preparation of financial and accounting reports as mandated by Federal, State and City laws, regulations or ordinances, including the Annual Comprehensive Financial Report (ACFR), State Controller's reports, grant reports, the city-wide Cost Allocation Plan, and other related reports.
- Develops financial statement formats in accordance with generally accepted accounting principles and legal requirements.
- Ensures that the General Ledger is a proper reflection of current financial activities; takes appropriate action to resolve discrepancies.
- Directs the City's automated accounting system, including the general ledger and all required subsidiary ledgers.
- Reviews, recommends, and implements accounting and financial operations for efficiency, effectiveness, and compliance with policies, procedures, and regulations, including propriety of accounts, internal controls, accounting and cash control policies.
- Establishes system controls for financial systems and develops procedures to improve existing systems.
- Directs and oversees the City's payroll operations.
- Plans, organizes, and provides direct supervision of professional and support staff assigned to the Accounting Division.
- Reviews workload and schedules the status of projects and availability of personnel for assignments.
- Reviews reports prepared by accounting staff for accuracy and to ensure compliance with policies and regulations; trains and evaluates performance and initiates disciplinary action when appropriate.

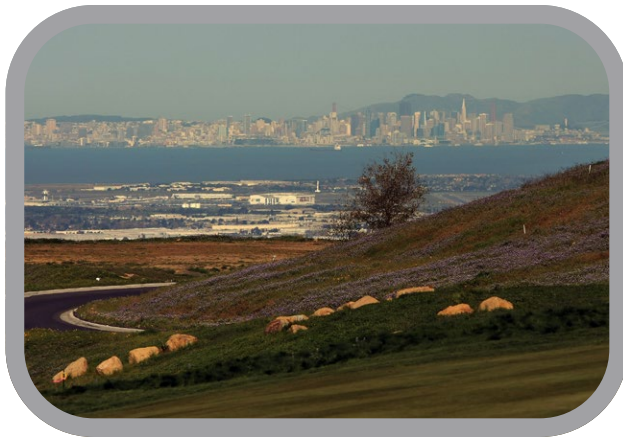
- Analyzes and prepares accounting and financial information and presentation materials.
- Coordinates activities with other departments and agencies; provides information and assistance to the public and City departments regarding accounting and financial matters, policies and practices.
- Manages both internal and external audits including coordinating the preparation of schedules, gathering information and ensuring access to records.
- Maintains current knowledge of and develops and implements Governmental Accounting Standards Board (GASB) Statements.
- Performs related work as necessary.

## The Ideal Candidate

The ideal candidate is strong technically and has the skills sufficient to be the arbiter of decisions ensuring compliance with GAAP as well as auditing and other municipal compliance issues. Equally important, the Incumbent will be a skilled and effective leader, having demonstrated ability to grow teams, guide performance, cross-train team members, and provide guidance for career advancement of subordinates. Strong communication skills are vital as is the ability to balance workloads with available resources, while implementing best practices. The Incumbent will have the highest integrity, be a capable change-agent and able to support and lead their team. A caring, customer service-oriented attitude is essential in building and maintaining relationships inter-departmentally.

### Key attributes and characteristics:

- Experience in effectively managing outside consultants, including outside auditors.
- Capable and experienced in setting and revising policies and procedures.
- Capable and experienced in change management.
- Capable and experienced in managing changes to the organizational chart and re-assigning duties within a department.
- Experienced in hiring employees and building an effective team.
- Able to bring structure and accountability to their division.
- Able to delegate appropriately and effectively.
- Experience in addressing succession planning issues.
- The Incumbent will be a team-player and be able build cross-divisional collaboration to address isolation and work silos.
- The Incumbent will have experience in preparing and making presentations to senior management.



### Essential knowledge and abilities:

#### Knowledge of:

- Generally accepted government accounting principles and associated laws and regulations.
- Generally accepted government audit standards, practices and the contents of the Government Auditing Standards prepared by the General Accounting Office.
- Advanced governmental accounting theory, practice, and financial statement preparation, as well as state and federal grants management and fund management.
- Internal controls, including their purpose and limitations; how to perform reviews and evaluations of internal controls; how to perform risk assessments; and how to design and implement control procedures.
- Operation and maintenance of automated financial enterprise systems and their use in financial management, control, and reporting, particularly as it relates to the general ledger and associated subsidiary ledgers, and fixed asset control.
- Principles and practices of governmental data processing as related to the processing of accounting and budgetary information and the interpretation of input/output documents.
- Principles of budgetary preparation, administration and control. Laws and regulations related to City fiscal operations, including those of the Federal Internal Revenue Service, State Franchise Tax Board, State Board of Equalization, and State Economic Development Department.
- Principles and practices of effective employee supervision, training and performance evaluation.

#### Ability to:

- Implement GASB Statements, especially GASB Statement 34.
- Prepare an Annual Comprehensive Financial Report (ACFR).
- Evaluate internal controls and recommend and implement effective control procedures.

- Analyze, interpret and evaluate complex financial data and develop appropriate solutions.
- Prepare clear, concise and complete financial reports and other written materials.
- Plan, organize, direct and evaluate the work of accounting professionals.
- Supervise, train and evaluate professional, technical and clerical personnel.
- Establish and maintain effective working relationships with others.

## Qualifications

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five (5) years experience of a progressively responsible nature in accounting and financial work including implementing accounting systems, and at least two (2) years of supervising professional staff.

**Education:** Graduation from a four-year college or university with major coursework in accounting, or a major in finance, business administration, economics, or a closely related field; and satisfactory completion of accounting courses consisting of intermediate accounting, advanced accounting, and governmental accounting.

**Licenses and Certificates:** Possession and maintenance of a Certified Public Accountant (CPA) license and Possession and maintenance of a valid Class C California Driver's license (by time of hire).

## Salary And Benefits

**\$151,486.40 - \$184,121.60 Annually**

*Compensation within the above ranges is based on qualifications and experience.*







This position is covered by the Hayward Association of Management Employees (HAME). Click [here](#) for a link to the HAME MOU. Click [here](#) for a summary chart of benefits.

**The City offers an excellent benefits package, which includes:**

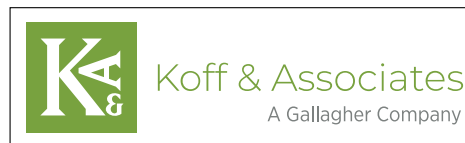
- **Flexible/Hybrid Work Schedule:** Depending on the needs of the City, flexible work hours and schedules are available, including the opportunity to telework up to 2 days per week.
- **Management Leave:** Up to 10 days of management leave per year.
- **Paid Parental Leave:** A new parent shall be granted (40) hours leave with pay upon the birth.
- **Employee Assistance Program:** Excellent EAP program provided.
- **Supplemental Retirement Benefits:** Employees, who upon retirement from the City, with at least 10 years of continuous City service, are eligible to receive a supplemental retirement benefit in the amount of \$274.72 per month.
- **Choice of CalPERS Medical Plans** (with generous City contribution).
- **CalPERS Defined Benefit Retirement Plan** (2.5% at 55 for Classic CalPERS members; 2% at 62 for New CalPERS members).
- **Dental Insurance** (Delta Dental or United Concordia).
- **Vision Insurance**
- **Life Insurance**
- **Disability Insurance**
- **Paid Holidays** (14.5 annually).
- **Vacation Leave:** Employees accrue vacation hours based on years of service as follows:
  - Up to 5 years = 80 hours
  - 5-9 year = 120 hours
  - 10-19 years = 160 hours
  - 20 years = 200 hours
- **Sick Leave:** Accrues at 12 days per year.
- **Flexible Spending Accounts**

- **Tuition Reimbursement:** Reimbursement of up to \$1,000 annually.
- **Professional Development:** Reimbursement of up to \$500 annually.
- **Health & Wellness:** Reimbursement of up to \$600 annually.
- **457 Deferred Compensation Plan** (employee paid): Through *Empower*.
- **Other Employee-paid benefits:** Including pet insurance and discount plans, pre-paid legal, etc.
- **Employee Home Loan Program**

## Application Process

**The final filing date is Monday, March 4, 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/hayward-accounting-mgr/>. Resumes should reflect years and months of positions held as well as size of past organization(s).

For additional information please contact:



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[www.koffassociates.com](http://www.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 result to the City. The City will then select candidates to participation in panel interviews. Extensive reference and background checks will be completed on the selected candidate.



*The City of Hayward is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, gender, religion, ancestry, physical or mental disability, or marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices. If you require special accommodations, please contact Human Resources at (510-583-4500) to discuss your needs.*