



## City of Fountain Valley Accounting Manager (IRP&T)

<b>SALARY</b>	\$62.85 - \$76.40 Hourly \$10,894.83 - \$13,242.73 Monthly \$130,737.96 - \$158,912.81 Annually	<b>LOCATION</b>	Fountain Valley, CA
<b>JOB TYPE</b>	Exempt FLSA	<b>JOB NUMBER</b>	2023-35
<b>DEPARTMENT</b>	Finance	<b>DIVISION</b>	Purchasing
<b>OPENING DATE</b>	06/18/2024		

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### Description

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A NICE PLACE TO LIVE AND WORK!**



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**PLEASE APPLY IMMEDIATELY AS THIS RECRUITMENT MAY CLOSE AT ANY TIME UPON RECEIVING ENOUGH QUALIFIED APPLICANTS.**

**First Review of Applicants: July 12, 2024, at 5:00 p.m.**

The City of Fountain Valley is looking for an energetic, self-motivated individual who has a desire to learn, can successfully multi-task, possesses a great attitude, and has a PASSION for customer service. The ideal candidate will have the opportunity to significantly contribute to the customer's positive experience with the City and in furthering the Finance Department's goal of providing timely and accurate financial information.

**CLASS DEFINITION:**

Performs a variety of technical, administrative and professional accounting work with responsibility for supervising the City's accounting, accounts payable and receivable functions; coordinate audit activities; prepare financial reports; and other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by the highly responsible and complex accounting and investment work performed with minimum direction. The incumbent works with independence on work projects, in meeting deadlines, and with confidential and privileged information.

**SUPERVISION RECEIVED:**

The incumbent works under the general direction of the Finance Director/City Treasurer and directly supervises technical and clerical staff.

**Job Overview**

- Assist in the development and implementation of the Department's goals, policies and priorities relating to accounting and revenue.

- Coordinate and assist with preparation of the City's Tax Measure Oversight Committee, City Council reports and presentations.
- Supervises the City's accounting, accounts payable and receivable functions.
- Develops, maintains, and evaluates accounting systems and internal control procedures and recommend improvements.
- Coordinate and conduct the fiscal year end closing, including reviewing general ledgers, revenues, expenditures, grant funds, capital asset additions and deductions, accruals in proprietary funds and long-term debt additions and reductions, prepare the Governmental Accounting Standards Board adjustments and close general ledgers.
- Research, analyze and prepare reports with recommendations on a variety of matters pertaining to the Finance Department.
- Prepare the City's monthly, quarterly, and annual County, State, and Federal financial reports.
- Project cash flow; forecast revenues; anticipates debt service payment; estimates fund balances; maintain pooled investment and long-term debt records.
- Coordinate the preparation of the City's Annual Comprehensive Financial Report.
- Assist with the preparation of the City's annual operating budget, mid-year budget, and 20-year fiscal forecast; transfer of funds; review budget expenditures and revenues.
- Coordinate annual audits with external auditors.
- Oversee and approve journal entries recorded in the accounting system.
- Plan, direct, coordinate and review the work plan for staff; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor workflow; review and evaluate employee performance evaluation and work product, methods and procedures.
- Attends leadership, management, supervisory and financial training to stay abreast of industry best practices
- Respond to inquiries from other City staff, other agencies and the public concerning regulations, procedures, records, fees, rules, rates, vendors and accounts.
- Prepare and update the monthly investment report.

**OTHER JOB RELATED DUTIES:**

- Supervise the Purchasing Division in the absence of the Finance Director/City Treasurer.
- Perform other duties as assigned.

**Qualification Guidelines**

**EDUCATION:**

Bachelor's Degree from an accredited university with major coursework in accounting, business or a related field is required. A Master's degree in Business or Public Finance and/or additional experience is desirable.

**EXPERIENCE:**

Five years of progressively responsible professional accounting and finance experience, which includes three years with primary, responsibility for budgeting, cost analysis and audit functions and at least two years at a supervisory level.

Governmental or non-profit accounting experience is required.

**EXTENSIVE KNOWLEDGE OF:**

- Principles and practices of accounting and auditing in accordance with Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, Finance Accounting Standards Board, Statement of Auditing Standards and Governmental Accounting Standards Board requirements.
- Modern banking practices including an understanding of banking relationships, financial instruments, and electronic payment/receipt processing.
- Federal, state and local laws and regulations pertaining to municipal accounting.

**REQUISITE KNOWLEDGE AND SKILL LEVELS:**

- A variety of financial principles and practices including financial reporting, cash management, financial investments, cost allocation plans, budgetary systems, auditing, statistical reporting, advanced payroll accounting, Federal and State withholding requirements, Fair Labor Standards Act, payroll and benefits, and computerized municipal fund accounting systems.
- Proficient in the use of a variety of computer software including Outlook, Word, Excel and PowerPoint.
- Principles and practices of administrative research and statistical analysis.
- Records management principles and practices.
- Considerable knowledge of municipal operations and organizations.

**REQUISITE ABILITIES:**

- Prepare complete and accurate financial reports, analyses and statement of a complex nature.
- Maintain the confidentiality of sensitive and privileged information.
- Perform moderately complex mathematical calculations including percentages, fractions and ratios; and interpret descriptive statistical reports.
- Make independent decisions on complex or difficult administrative matters in accordance with established rules and procedures.
- Establish and maintain effective working relationships with managers, fellow employees, public officials, and the general public.
- Principles and practices of effective supervision, work planning, assignment, preparing performance evaluations and staff development. Communicate effectively both orally and in writing.
- Adhere to multiple deadlines, handle multiple projects and establish priorities.

**LICENSE:**

A valid California Class "C" Driver's License.

**SPECIAL REQUIREMENT:**

The incumbent will be required to prepare for and attend meetings after normal work hours as required.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, bending, leaning and twisting; operate a computer terminal, typewriter and calculator; exposure to computer glare, vibrations and pitch; ability to lift, carry and move objects totaling approximately 15 pounds in weight and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**NOTE:**

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities and skills required.

**FAIR LABOR STANDARDS ACT DESIGNATION:**

Exempt

## Recruitment Information

**RECRUITMENT INFORMATION:**

All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully completing all components of the pre-employment process which may include but is not limited to: reference check, credit check, California Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal history check (Live Scan fingerprinting). The specific selection process will vary based on the position. Candidates must fill out the application and supplemental questions completely. Incomplete applications including references to see the resume for qualifications are incomplete and will be disqualified. Candidates are encouraged to provide accurate answers as the City will verify the qualifications of each candidate.

The City of Fountain Valley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least 72 hours in advance of the test date.

**NOTE:**

The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions contained within may be modified or revoked without notice.

**Agency**

City of Fountain Valley

**Address**

10200 Slater Ave

Fountain Valley, California, 92708

**Phone**

714-593-4506

**Website**

<http://www.fountainvalley.org/jobs>

**Accounting Manager (IRP&T) Supplemental Questionnaire**

**\*QUESTION 1**

**Describe your highest level of education. A Bachelor's Degree is required for the position. You must attach proof of your education (official/unofficial/copy of diploma).**

- High School Diploma or equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree

**\*QUESTION 2**

**Do you possess a valid California Class "C" Driver's License?**

- Yes
- No

**\*QUESTION 3**

**Do you possess five (5) years of progressively responsible professional accounting experience in a municipal government, which includes three years with primary responsibility for the accounting and audit functions?**

- Yes

No

**\*QUESTION 4**

Please list all the municipalities or government entities you have worked for. Please include your job title, the number of years you worked in each position, and the major responsibility for your position i.e., accounting, audits, etc. Please list only full-time positions.

**\*QUESTION 5**

Do you possess at least two (2) years of supervisory responsibility?

Yes

No

**\*QUESTION 6**

Please describe any supervisory experience below. Include how many staff members you led or supervised and in which position. If none, type "N/A."

**\*QUESTION 7**

Are you related to any present City of Fountain Valley employee(s)?

Yes

No

**\*QUESTION 8**

If answered 'yes' to previous question please list any relatives presently employed by the City of Fountain Valley. Please note the relative's name and relationships. Relatives included spouses, parents, children, brothers, sisters, mother-in-laws, father-in-laws, brother-in-laws, sister-in-laws, son-in-laws, daughter-in-laws, grandparents, grandchildren, step-parents, stepchildren, nephews, nieces, aunts, uncles, half-brothers, half-sisters, and first cousins.

**\*QUESTION 9**

I certify that all of the information provided is accurate to the best of my knowledge and belief, and that I understand purposely providing false information may be grounds for disqualification from the process. I have supplied all the

**applicable information in my application. Examples of incomplete/inaccurate information leading to disqualification include, but are not limited to: noting incorrect department, leaving dates of employment blank, leaving reason for leaving employment blank, leaving duties blank or noting "see resume", etc.**

- Agree
- Disagree

\* Required Question