

The Town of Tiburon
invites applications for the position of

ACCOUNTING & FINANCE MANAGER



SALARY

Up to \$8,507 per month, depending on qualifications.

RETIREMENT

CalPERS 2% at 55, single highest year calculation for “classic” members and 2% at 62 for “new” members to the CalPERS system.

CAFETERIA BENEFIT PLAN

The Town will provide a monthly allowance of \$1,710.01 towards medical, dental, life insurance, and long-term disability insurance. If the full amount is not used, towards mandatory benefits, up to \$400 per month shall be deposited into the Town’s Deferred Compensation Plan in the employee’s name.

VACATION

Twelve days per year for the first five years, increasing after five years.

SICK LEAVE

Accrue one day per month; unlimited cap.

HOLIDAYS

Twelve paid holidays per year. Town Hall is closed from Christmas Eve through New Years Day.

ABOUT THE POSITION

The Town of Tiburon has an exciting new opportunity for an Accounting & Finance Manager in its Administration Department. This is a newly created role that manages and performs a wide variety of accounting and finance related functions, including hands-on management of the general ledger, accounts payable, revenue collection and related functions. The incumbent will also be responsible for the preparation of financial reporting, including the annual audit and Comprehensive Annual Financial Report (CAFR).

The Administration Department has recently implemented a new financial software program, Tyler Technologies Incode 10. This is an excellent opportunity for someone with experience in Incode 10 or similar software to bring the department to the next level in accounting operations and reporting.

ABOUT THE TOWN

The Town of Tiburon has a charming downtown with stunning views of the bay. With a population of 9,000 residents, it maintains its small town character with community events, unique shops, and historic walking trails. Town Hall is located a short distance from Highway 101 and is accessible from San Francisco via the commuter ferry departing from the Embarcadero Ferry Building.

FIRST REVIEW OF APPLICATIONS:

SEPTEMBER 28, 2018 AT 3:00 PM

FOR MORE INFORMATION OR TO APPLY ONLINE,
VISIT WWW.TOWNOF TIBURON.ORG/JOBS

ACCOUNTING & FINANCE MANAGER

THE IDEAL CANDIDATE

The ideal Accounting & Finance Manager will be experienced in both accounting and finance in a government setting. This role is well suited for a hands-on professional that enjoys taking on a wide variety of accounting and finance related tasks while working in a small department. Knowledge of governmental accounting practices and procedures is required. Experience with supervision of support staff is preferred.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Manages and performs day-to-day operations in areas such as the general ledger, accounts payable, special program accounting, revenue, cash receipts and related functions.
- Prepares financial reports including year-end audit reports and schedules. Provides reports to internal staff and external agencies as required.
- Provides professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting software program.
- Interprets, explains and applies general and governmental accounting/auditing principles, procedures, laws and regulations affecting the financial operations of municipal government.
- Analyzes and reconciles asset, liability, fund balance and bond expenditure and revenue accounts; reviews and processes appropriation transfer requests between accounts; reconciles bond statements and bank statements to the general ledger.
- Assists with bi-weekly payroll and performs payroll as needed.
- Attends meetings, conferences, and training sessions. Reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Assists in the preparation of the annual budget.
- Performs other duties as assigned.

QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to gain this experience includes a combination of:

- Three years of increasingly responsible professional accounting experience with a government agency, including two years of supervisory or lead experience.
- Graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field. CPA certification is highly desirable.

TO APPLY

Apply online at www.townoftiburon.org/jobs or submit a completed application package, including application, resume, and cover letter to jobs@townoftiburon.org or Management Analyst, Town of Tiburon, 1505 Tiburon Blvd, Tiburon, CA 94920.

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The Town of Tiburon is an equal opportunity employer

