

FINANCE OPERATIONS MANAGER

ACCOUNTING DIVISION

*This is an excellent opportunity to provide leadership in the
Finance Department*



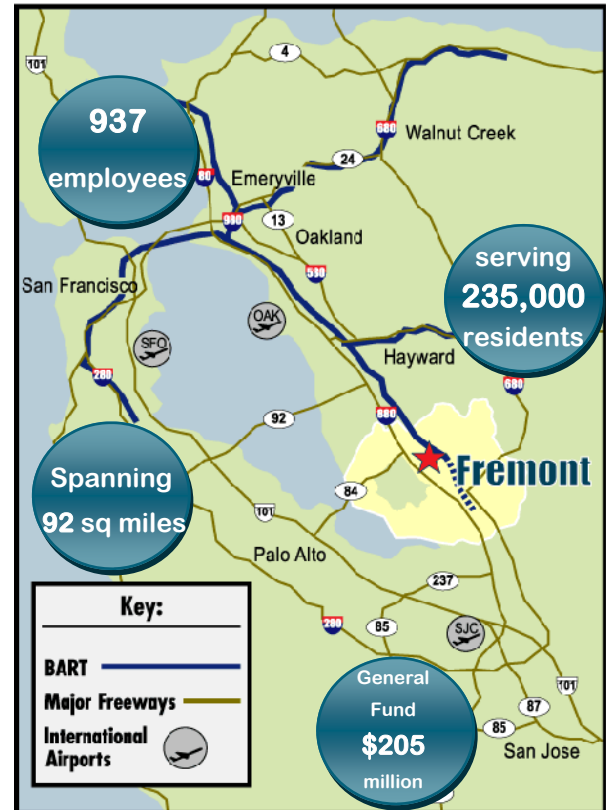
Are you an accomplished accounting professional who possess substantial experience with public agency financial systems? Can you use your exceptional organizational and supervisory skills to effectively manage a dedicated group of accounting professionals? Then the City of Fremont's Finance Department may be the place for you!

First Review of Applications:
May 3, 2019

FREMONT - A CITY ON THE MOVE!

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking 3rd Best City in the Nation to raise a family, according to another 2018 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service City, Fremont employs over 937 regular employees and has a General Fund budget of \$205 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.



THE FINANCE DEPARTMENT

The Finance Department mission is to assist the City Council, City Manager, and operating departments in prudently managing financial resources and assets by providing accurate information and high-quality business and financial planning and management advisory services, including budgeting, debt management, accounting, purchasing, revenue collection and management, and payables processing.

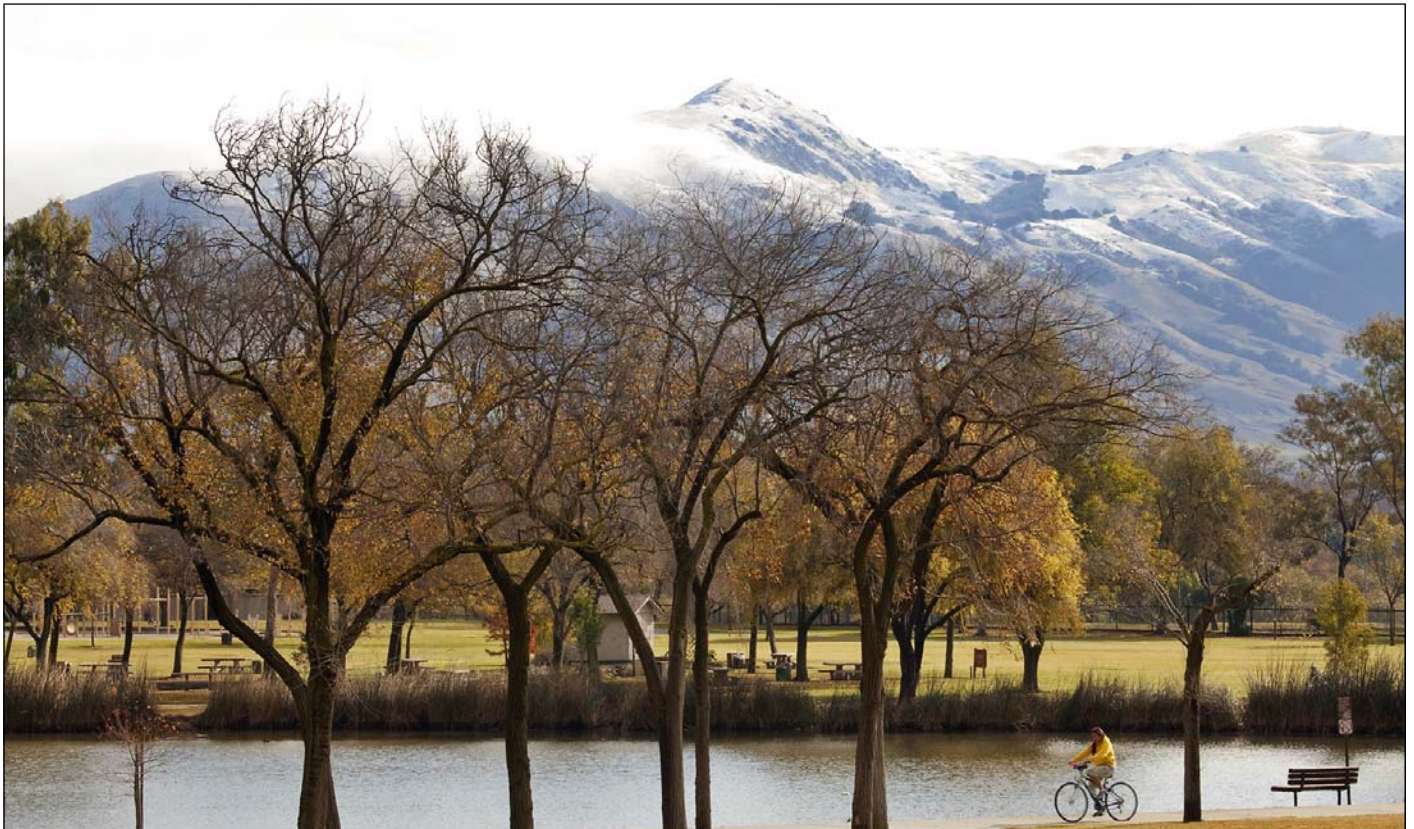
THE POSITION

As a member of the Finance Department's management team, the Finance Operations Manager will be responsible for planning, organizing and directing the City Accounting and Financial Reporting function. The incumbent must have the ability and flexibility to apply their skills to manage the Finance Accounting Division, resolve disputes, work with difficult external customers, and build strong working relationships with internal departments. The successful candidate will also ensure that the Accounting Division is compliant with all relevant legislative, regulatory, and judicial mandates, regulations and professional standards.

RESPONSIBILITIES

- Lead and supervise Accounting Division staff, including:
 - Staff recruitment, training and development
 - Develop policies and procedures
 - Assign and schedule work
 - Establish work priorities
 - Evaluate performance and provide recognition

- Oversee all Accounting Division activities and work products, including:
 - Chart of accounts, general ledger, subsidiary ledgers and other accounting records
 - System of internal controls
 - Daily, monthly, and annual accounting operations
 - Comprehensive annual financial report and special purpose financial reports
 - Budget development, implementation, and monitoring (in coordination with Budget Division staff)
- Provide professional recommendations on difficult or unusual accounting and reporting issues.
- Research and direct development, implementation, integration, and enhancement of automated financial information systems.
- Assist in development of the Finance Department's budget, goals and objectives.
- Direct and/or participate in special Finance Department projects.
- Represent the Finance Department on city-wide special project teams.



EDUCATION AND EXPERIENCE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. A typical way to acquire the appropriate background includes a Bachelor's Degree in Accounting, Economics, Finance, Public or Business Administration and five (5) years progressively responsible experience, including one year of supervisory experience, with public agency financial systems. A Master's degree or relevant professional certification may be substituted for one year of experience.

IDEAL CANDIDATE

Work experience in a public agency and certification as a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) are highly desirable, as well as the following attributes:

- Knowledge of generally accepted accounting principles and governmental financial reporting standards
- Experience in coordinating audit activities and preparing a comprehensive annual financial report
- Skilled in oral and written communication
- Participatory leadership style
- Technologically savvy

COMPENSATION AND BENEFITS

The annual salary is \$120,635 - \$162,854 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at www.fremont.gov or by using this link: [Benefits Summary](#)

This is an unrepresented Management position with a twelve month probationary period.

HOW TO APPLY

To be considered for this position, apply online by submitting a completed City application, resume, and cover letter through our online application system: <http://www.fremont.gov/cityjobs>.

SELECTION PROCESS

The process may include oral panel and individual interviews, reference checks, credit check, fingerprint check, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Tentative Recruitment Schedule

First Review of Applications: May 3, 2019

Oral Board Interviews: Week of May 13, 2019

Departmental Interviews: Week of May 20, 2019

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

Phone: (510) 494-4660



FINANCE OPERATIONS MANAGER - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Finance Operations Manager position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Finance Operations Manager. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have working with public agency financial systems?
 - None
 - Less than 5 years
 - 5 years or more
2. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Post-graduate degree or higher
3. Do you possess one of the following professional certifications?
 - Certified Public Accountant (CPA)
 - Certified Public Finance Officer (CPFO)
 - Certified Government Financial Manager (CGFM)
 - Other (please specify full title and issuing agency)
4. Please describe your supervisory experience (how many years, professional or clerical staff).
5. What role, if any, have you played in preparing general purpose financial statements and participating in an external audit of those statements?
6. What financial management systems have you used and what type of transactions were you primarily processing?
7. To what extent have you been involved in the implementation of a new financial management system, system upgrades, or interface/integration with other systems?