



SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
4440 West Broadway, Hawthorne, CA 90250
Tel (310) 973-1802 Fax (310) 978-0892

FINANCE MANAGER

JOB SUMMARY:

Working under the direction of and directly reporting to the Executive Director, the Finance Manager plans, organizes, and manages the Authority's finance functions, including accounting, budgeting, cash management, fixed assets, investments, and financial reporting. The Finance Manager also performs the functions for accounts payable, accounts receivable, and payroll. In sum, the Finance Manager is responsible for the activities of all financial and accounting functions; recommends improvements in financial and accounting controls and related systems and procedures to the Executive Director; works directly with all divisions in the Authority to ensure good customer service and to make improvements in transaction processing, fiscal reporting and budget administration; works directly with auditors and financial advisors and prepares financial statements and reports that reflect the Authority's financial position; and performs related accounting work as required.

KNOWLEDGE OF:

- Generally accepted accounting principles (GAAP) and standard practices; knowledge of fund accounting preferable.
- Concepts and practices in governmental budgeting and administration; pertinent laws and regulations.
- Investment principles and practices.
- Computerized financial system – knowledge of EDEN financial system desirable.
- Management principles and practices.

ABILITY TO:

- Plan, organize, and execute all accounting, budgeting, and financial reporting functions.
- Process payroll, accounts receivable, and accounts payable invoices and checks.
- Prepare quarterly reports for Internal Revenue Service and Employment Development Department and year end payroll reports, including W2 and 1099, and 1094C and 1095C reporting for the Affordable Care Act.
- Prepare clear and concise reports using MS Word.
- Communicate clearly and effectively both orally and in writing – understand and carry out verbal or written instructions.
- Demonstrate proficiency in computer-based financial management and system.
- Operate a variety of office equipment.
- Maintain an effective working relationship with Authority staff and auditors.
- Provide good customer service to Authority members, clients, and constituents.
- Perform complex financial, statistical analysis using EXCEL.
- Prepare presentations using Power Point.
- Stay abreast of new GASB pronouncements.

EDUCATION:

A bachelor's degree from an accredited college or university, preferably with concentration in accounting and/or finance. CPA or Certification as a Public Finance Officer from GFOA a plus.

EXPERIENCE:

Five years of increasingly responsible experience in accounting or finance with at least two years as a manager or supervisor in a government agency.

ABOUT THE AUTHORITY:

The Authority (also known as RCC) was established in 1975 as a joint powers authority (JPA) to provide a consolidated regional public safety communications system (911). RCC has three member cities: Gardena, Hawthorne, and Manhattan Beach. In addition, RCC serves the cities of Culver City, El Segundo and Hermosa Beach as clients under contract. It has 77 employees headed by the Executive Director, who reports to the Executive Committee (City Managers from member cities) and ultimately to the Board of Directors (Council Members from member cities).

Finance is staffed by a full-time Finance Manager who performs all budget, audit, financial and accounting operations. The financial activities are accounted for mainly as an enterprise fund.

MONTHLY SALARY (Steps A – E): \$8,912.88 - \$9,358.25 - \$9,826.17- \$10,317.50 - \$10,833.34 (scheduled for a 2.0% increase 7/1/2018.)

BENEFITS:

Flexible Work Schedule: To be determined upon employment.

Holidays and Leave: Vacation 96 hours and sick leave 120 hours; 11 fixed holidays plus 56 hours floating holidays and 48 hours management leave.

Insurance: Section 125 Cafeteria Plan \$1,100 per month for medical and dental (increasing to \$1,200 on 7/1/2018); premiums for vision and \$100,000 life insurance fully paid by the Authority.

Retirement: Employer Contributions paid by the Authority to the Public Employees' Retirement System (PERS) based on a 2% @ 60 formula using the 3 highest consecutive years as final compensation. Employee pays full 7% employee contribution. The Authority does not participate in the Federal Social Security System.

Retiree's Medical:

Depending on years of service, employees who retire from the Authority with at least ten years of service shall receive, per month, from date of retirement until age 65, \$30 for each year of service times the number of years of service with the Authority.

Tuition Reimbursement: \$4,000 per year for college or university courses.

LICENSE:

A valid California Driver's License, Class C.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee may frequently sit, use a telephone and personal computer with a VDT screen for extended periods of time. The employee is occasionally required to walk, reach with hands and arms; and may occasionally lift and/or move up to 10 pounds. Vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION PROCEDURE:

The 10 most qualified candidates based on initial screening of applications shall be invited to an oral interview by an external panel; the top three candidates shall be invited to an oral interview with the Executive Director. Job offer is contingent upon passing a medical exam and background check, including credit check.

PROBATIONARY PERIOD:

Completion of satisfactory performance for one year.

VISIT OUR WEBSITE AT WWW.RCC911.ORG TO OBTAIN FURTHER INFORMATION AND TO DOWNLOAD AN APPLICATION. APPLICATIONS MUST BE RECEIVED BY THE AUTHORITY AT 5:00PM ON THE DEADLINE DATE