



**CITY OF CULVER CITY**  
invites applications for the position of:

**Finance Manager**

An Equal Opportunity Employer

**SALARY:** \$11,596.76 - \$14,155.14 Monthly  
\$139,161.10 - \$169,861.64 Annually

**OPENING DATE:** September 8, 2022

**CLOSING DATE:** October 6, 2022 05:00 PM

**THE CITY:**

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

**THE DEPARTMENT:**

The Finance Department plays a key role in each financial transaction of the City, ranging from cash handling to debt management; from financial forecasting to budgetary controls. The Department responsibilities include: financial administration, budgeting and financial analysis, accounting and auditing of City resources, establishment of sound internal controls, cash management, debt management, purchasing, investments, billing and collection of monies due the City, issuing of business licenses, accounts payable and payroll.

**THE POSITION:**

Under administrative direction from the Chief Financial Officer, this management position is responsible for the performance of complex financial, revenue and budgetary work of considerable difficulty. Incumbents of this classification manages the Revenue division of the Finance Department, as well as the areas of payroll, accounts payable and general financial and budget systems for both the City and its component financial units.

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

- Coordinates all tasks in preparation of the City's annual operating and capital improvement budget and prepares and submits the necessary documents for consideration of budget award programs.
- Manages the review of revenues and expenditures and prepares analyses and forecasts; including, but not limited to, the preparation of quarterly, mid-year and year-end reports, as well as participation in the development of a five-year financial forecast. Projects appropriable fund balance for all city funds.
- May prepare and review reports for City Council as assigned by the Chief Financial Officer. Advises on associated fiscal and/or budgetary impacts and participates in budget study sessions for both the operating and capital portions of the budget.
- Supervises and participates in comprehensive accounts payable and payroll operations, ensuring proper processing and timely mandatory reporting and submission. May coordinate filing of SB90 claims for reimbursement of state mandated costs.
- Stays up-to-date on the knowledge and practices essential for delivering effective and efficient budgeting, accounts payable, revenue and payroll services.

- Manages the enforcement of provisions of the City's revenue code through ongoing field investigations and audits. Also works with City's independent auditors and other City departments to ensure effective internal controls over cash handling and revenue management.
- Maintains a current and thorough working knowledge of State and City laws and procedures regarding municipal revenue sources including business taxes. Accurately interprets and applies such laws and devises procedures to assure the compliance of the Finance Department with such laws.
- Manages and monitors a variety of revenue sources for the City including business tax, utility users' tax, transient occupancy tax, sales tax, franchise fees, and property taxes.
- Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures. Ensures excellent customer service is provided to city departments, citizens, the public and customers conducting business with the City.
- Participates in the development and implementation of the financial goals of the City; manages objectives, policies, and priorities for assigned programs towards those goals; recommends and administers policies and procedures
- Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange information relative to the financial performance of the City.
- Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups. Develops and presents ideas and issues in a convincing verbal and written manner.
- May act on behalf of the Chief Financial Officer in his/her absence.

### **Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's degree from an accredited college or university in business administration, accounting, economics or a related field and five (5) years of recent, paid professional management experience, preferably in a municipal government setting including a minimum of two (2) years' experience at a supervisory level is required.

**Licenses and Certificates:** Possession of a valid California Class C driver's license is required if assigned to drive.

### **EXAMINATION PROCEDURES:**

Applicants must receive a passing score on all the following examination components in order to be placed on the eligible list.

#### **COMPONENTS**

**Appraisal Interview (weighed at 100%):** To evaluate education, experience, training, and personal qualifications. (Tentatively scheduled for \_\_\_\_\_).

### **ADDITIONAL INFORMATION:**

***The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.***

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

### **Equal Opportunity Employer**

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

**Conditions of Employment:**

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions)

Proof of COVID-19 Vaccination (all positions)

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

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Applications may be filed online at:

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

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640

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