



City of Culver City Accounting Supervisor

SALARY	\$9,655.14 - \$11,785.24 Monthly	LOCATION	CA 90232, CA
JOB TYPE	Full-Time	JOB NUMBER	00899
DEPARTMENT	Finance	DIVISION	General Accounting
OPENING DATE	12/08/2025	CLOSING DATE	12/29/2025 5:00 PM Pacific

THE CITY



Accounting Supervisor

Now Hiring: Accounting Supervisor to Oversee Financial Operations and Reporting

Application Deadline: Monday, December 29, 2025 at 5:00 PM.

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 800+ employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services, including Fire, Police, Community Development, Public Works, Parks, Recreation, Community Services, and Transportation. We offer a comprehensive benefits package to eligible employees.

THE DEPARTMENT MISSION

To provide sound fiscal advice, information and service to City officials, City departments and the general public that ensures a financially strong and effective city government, in a timely, cost-effective and professional manner.

THE POSITION

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.

1. Oversees and performs professional accounting functions for the City and Successor Agency, including general ledger, fixed assets, grants, intergovernmental billing, treasury, and financial reporting.
2. Supervises accounting operations such as journal entries, reconciliations, payroll, and cash receipts, ensuring accuracy, compliance, and timely processing. Maintains integrity of accounting systems and asset records for internal and external reporting.
3. Prepares monthly, quarterly, and year-end financial reports, including the Annual Comprehensive Financial Report, in compliance with generally accepted accounting principles, legal requirements and all applicable City and Agency policies in a timely manner.
4. Performs and reviews cash and treasury management functions, including reconciliations, while preparing intergovernmental billings and monitoring grant activity, compliance, and reporting.
5. Analyzes contract agreements, government regulations, legislation, and ordinances, and designs, coordinates, and maintains accounting systems and procedures which assure good accounting control in compliance with existing law.
6. Manages and maintains modules of the City's Enterprise Resource Planning (ERP) system; identifies and resolves ongoing functional and technical issues; coordinates and tests system modifications; recommends operational and procedural changes to the system as necessary.
7. Assures compliance with accounting regulations and procedures which control the timely flow of funds and grant monies supporting financial expenditures, contracts, operating costs, or other financial obligations.
8. Reviews and implements state and federal tax allocation bond and tax increment funding legislation to ensure accountability and protect the City's and Successor Agency's financial integrity; conducts audits of tax returns and other City revenues as needed.
9. Conducts financial analysis and special studies, supports budget preparation and monitoring and long-range financial planning efforts.
10. Leads, trains, and evaluates staff, addresses performance issues and enforces disciplinary procedures while ensuring high-quality customer service to departments, citizens, and the public.
11. Helps develop and implement goals, policies, and procedures for assigned areas; supports internal controls and accounting policies to enhance efficiency and protect public funds.
12. 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.
13. Performs other related duties as assigned.

EXAMINATION PROCEDURES

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

- **Written Examination** (Weighted at 50%): To measure knowledge of professional accounting.
- **Oral Appraisal Interview** (Weighted at 50%): To evaluate training, experience, communication skills, and personal qualifications.

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:

Education:

- A Bachelor's degree from an accredited college or university in accounting, business administration, finance, economics or a related field.

Experience

- Four (4) years of responsible experience in accounting, auditing or financial analysis. Experience in governmental accounting is desirable.
- A minimum of two (2) years of experience coordinating or providing technical or general supervision to staff accountants is required.

Desirable: Certification as a Certified Public Accountant (CPA) is highly desirable.

Work Schedule: *Telework eligibility will begin after one year in this position. Employees may telework up to three days per pay period (two days during the long week and one day during the short week).*

Knowledge of:

- Modern accounting principles and practices including governmental accounting and investments.
- Financial management software systems.
- Office procedures, methods, and equipment including computers and applicable software.
- Budgetary/Accounting processes, controls and systems.
- Government accounting principles and systems.
- Generally accepted accounting principles.
- Principles and practices of financial administration including budgeting and reporting.
- Supervision, training, and performance evaluation.
- Complex financial reports and analysis.
- Pertinent federal, state, and local laws, codes, and regulations.

Skills and ability to:

- Prepare clear, concise, complete and accurate financial statements, schedules and reports.
- Establish and maintain fiscal records and accounts.
- Analyze, interpret, and explain accounting and financial policies and procedures.
- Utilize various software programs to analyze and maintain large amounts of data and create complex reports.
- Communicate clearly and concisely, both verbally and in writing.
- Select, supervise, train, and evaluate staff.
- Establish and maintain an effective working relationship with employees and the public.
- Utilize various software programs to analyze and maintain large amounts of data and create complex reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Exercise independent judgment in administering ordinances, policies, and regulations.
- Participate as an active member of the financial team.
- Respond in a timely and accurate basis to inquiries and complaints from City staff and members of the public in a courteous and tactful manner.
- Work effectively within strict deadline.

ADDITIONAL INFORMATION

The provisions of this job posting do 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).
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department 24 hours from date of notice at (310) 253-5640.

Employer

City of Culver City

Address

9770 Culver Blvd.

Culver City, California, 90232

Phone

Main Line 310-253-5640

Website

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