



FINANCE MANAGER

City of Huntington Park

\$102,864.00 - \$126,276.00 Annually

Under general direction of and in collaboration with the Director of Finance this management position, coordinates and supervises the day to day activities of the accounting division of the Finance Department; coordinates assigned program activities with other programs and outside agencies and organizations; coordinates assigned program activities with other programs and outside agencies and organizations; provides professional, administrative and technical financial support to the Finance Department; may assume full responsibility for department activities in the absence of the Director of Finance; and does other work as required

Qualifications The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. **Knowledge of:** The principles and practices of governmental fund accounting, including payroll, employee benefits, fund management, budgeting and reporting; Federal, state and local laws, codes and regulations regarding financial reporting and audits; Principles of supervision, training and performance evaluation; Budgetary processes, controls and systems; Laws and regulations relating to purchasing in a municipality; Techniques in the preparation of complex financial reports and analyses; Applications and principles of data processing and automated accounting and payroll systems; State and Federal grants administration. **Experience in** Redevelopment accounting and reporting; **Skills:** Skills in word processing general correspondence, spreadsheets, and reports using a personal computer and software applications; The ability to impart the need for quality customer service.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Education/Training:** Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration, public administration, or other closely related field. CPA Certificate and/or a Master's degree is desirable. **Experience:** Five (5) years of increasingly responsible experience in financial environment including two (2) years in a supervisory capacity and two (2) years of experience in finance and/or governmental accounting. **License:** A valid California Class C Driver's License and a satisfactory driving record. **Physical Requirements:** Must meet approved physical and pre-placement medical standards for the position.

Apply by: Interested applicants must complete an online application and upload resume at: <https://www.governmentjobs.com/careers/hpca/>