

Accounting Manager

Salary Range: \$102,672 - \$133,488



The city is seeking an Accounting Manager to provide responsible management and supervisory direction to the Accounting Division including oversight of financial services, financial reporting, payroll and other accounting processes within the Finance Department.

CITY OF
Vancouver
WASHINGTON

THE COMMUNITY



With a population of over 180,000 residents, Vancouver, Washington sits on the north bank of the Columbia River directly across from Portland, Oregon. The Pacific Coast is less than 90 miles to the west and the Cascade Mountain Range rises on the east. Vancouver combines the excitement of a major metropolitan area with small-town charm and abundant recreational opportunities. Recognized by the *2021 Best Places to Live* publication, Vancouver was #10 of the top 100 cities. Balancing a culture of outdoorsy activities with an urban center for industries and top colleges/universities made this community rise to near the top of the livability list.

Vancouver enjoys mild weather with less average annual rainfall than cities like Boston, Washington, D.C., or Atlanta. Its seasons are distinct and summer temperatures generally climb into the 80s while winter nights rarely fall below 30 degrees. This moderate climate creates lush forests and abundant foliage. The Columbia River is a central feature of the local environment as it connects and sustains the community. The river provides fantastic recreational opportunities and helps nurture wildlife, evergreen forests, agriculture, neighborhoods, and businesses.

The 7.3-acre Vancouver Waterfront Park is a central component of a 32-acre, high density, mixed-use urban development called *The Waterfront Vancouver*. This community park incorporates public open spaces with the Columbia River and the Columbia River Renaissance Trail connects Vancouver Waterfront Park to Wintler Park, over 5 miles away. Other economic drivers in the community include common industries such as healthcare and education (with Washington State University – Vancouver and Clark College) as well as unique business operations like Banfield Pet Hospital, Papa Murphy's Pizza, StairMaster, and Nautilus.

THE POSITION

The city organization has 1,196 employees and a \$1.3B biannual budget. The Accounts Manager position is a part of the Financial and Management Services Department, which provides administrative direction in all aspects of the general financial affairs of the City to ensure conformance with legal and professional standards and fiscal prudence. Divisions of the Department include Finance Administration, City Clerk, Central Records, Mailroom Services, Budget & Analysis, Accounting, Accounts Payable, Procurement Services, Payroll, Accounts Receivable, Treasury Management, Customer Service, Internal Audit Services, and Performance & Business Planning. The Finance Department operates on a 2019-2020 biennial budget of \$12.3M with 46 FTEs.

The Accounting Manager position will oversee the Accounting Division providing management of financial services, financial reporting, payroll and other accounting processes within the Finance Department. The position will be responsible for coordinating assigned activities with other divisions and outside agencies, and the general public. The position will perform a variety of management level and professional tasks related to assigned areas of responsibility; provide highly responsible and complex staff assistance to the Deputy Finance Director. The position will be expected to perform all of the assigned duties in accordance with the City of Vancouver's Operating Principles while maintaining a collaborative and respectful working relationship with team members and others while consistently providing quality service to the citizens of Vancouver.



Necessary Knowledge, Skills and Abilities:

- Knowledge of current principles and practices of governmental accounting principles of budget preparation and control.
- Understanding of principles of effective payroll management and record keeping.
- Ability of apply federal, state and local laws, codes and regulations.
- Ability to effectively manage and supervise professional, technical and clerical staff.
- Strong understanding of computer systems and various applications including current office procedures and methods.
- Ability to design and install complex accounting systems.
- Interpret and explain City accounting policies & procedures and complex technical federal, state and local regulations.
- Ability to analyze and interpret fiscal accounting records and prepare financial reports.
- Prepare clear and concise financial reports.
- Demonstrated ability to work effectively with others to achieve personal, team, department and Citywide goals.
- Communicate clearly and concisely, both orally and in writing.
- Five (5) years of increasingly responsible experience in a management level accounting position, including two (2) years of administrative and supervisory responsibility.
- Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, public administration, or a related field.
- Related Licenses or certificates.
- Certified Public Account (CPA) designation is required.

THE IDEAL CANDIDATE

The ideal candidate will be experienced in the management of an agency ledger and in the preparation of financial statements. The ability to direct, coordinate and review the work plan for the Accounting Division is essential. The ideal candidate will be able to select, train, motivate and evaluate accounting division personnel; provide or coordinate training; work with employees to correct deficiencies; implement discipline and termination procedures. The ability to bring new ideas and concepts to the team while staying abreast of new trends and innovations combined with the ability to be confident, capable and a good communicator. The ideal candidate for this position will need to be able to work effectively with others, demonstrate respect and cooperation in all interactions, support and team decisions.

EDUCATION AND EXPERIENCE

Five (5) years of increasingly responsible experience in a management level accounting position, including two (2) years of administrative and supervisory responsibility. A Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, public administration, or a related field. CPA is preferred.





COMPENSATION AND BENEFITS

The salary range for the Accounting Manager will be **\$102,672 - \$133,488** and the starting salary will be dependent upon experience. The City offers the following benefits:

- Medical, Vision, Prescription, and Dental Insurance
- Personal Time Off and Paid Holidays
- Washington State PERS Retirement System (stable and well-funded)
- Deferred Compensation (457 Plan) and 401 Plan with 1% City match
- Other benefits such as life and disability insurance

APPLICATION AND SELECTION PROCESS

This position is open until filled. To be considered, please submit a detailed cover letter and résumé, which should reflect both years and months of employment dates. Please submit your materials for this position through our website: <https://www.cpshr.us/recruitment/1905>

The most competitive candidates will be invited to participate in a telephone interview with the consultant. The City will make the final determination as to which top candidates advance to the final interview process. For additional information about this position please contact Pam Derby at 916.471.3126 or pderby@cpshr.us.

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