



THE CITY OF THOUSAND OAKS INVITES  
YOUR INTEREST FOR THE POSITION OF  
**ACCOUNTING  
MANAGER**



CITY OF THOUSAND OAKS • CALIFORNIA



# CITY OF THOUSAND OAKS



## THE COMMUNITY & ORGANIZATION

**T**housand Oaks has much to be thankful for – an exceptional Southern California community with family-friendly amenities that are the envy of cities across our region. Fifty years of achievement have made Thousand Oaks one of the most sought after places in California to live, work, recreate and raise a family.

**T**he City of Thousand Oaks, incorporated in 1964, is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains. Within the City's 56 square miles, over 15,500 acres are publicly owned open space, containing 150 miles of trails for hiking, biking, and equestrian use. Another source of pride in our community is the Thousand Oaks Civic Arts Plaza, a beacon for our region featuring world-class entertainment, musicals, concerts, children's shows, ballet, and much more.

**A** balanced family-oriented community of approximately 132,000, with a strong local economy, Thousand Oaks is home to excellent schools, outstanding parks, and numerous retail shopping opportunities. The City has adopted a balanced budget with appropriate reserves throughout its history due to conservative management and adherence to long-term financial strategic plans. City Departments include City Manager's Office, City Attorney's Office, City Clerk, Human Resources, Finance, Community Development, Cultural Affairs, Library and Public Works. Police and Fire services are provided by Ventura County.

## THE FINANCE DEPARTMENT

**T**he Finance Department is responsible for the City's overall financial operations. Our goal is to provide City stakeholders with accurate and timely financial information, well-maintained City-owned facilities, extraordinary customer service, and dependable information technology resources in the most efficient and effective manner. The Finance Department has responsibility for Accounting, Audit, Budget, Community Facilities Districts, Debt & Investment, Facilities Maintenance, Information Technology, Public Services and Purchasing.





## CITY OF THOUSAND OAKS



## MAJOR INITIATIVES

Some key initiatives for the Finance Department include:

- Leading staff to be collaborative, excel in teamwork, promote continuous process improvement and continue moving forward in an enthusiastic and professional manner.
- Shaping and positively influencing the Finance Department environment by supporting a culture of ownership by employees.
- Working across department lines to break down silos and promote collaboration in order to improve efficiencies.
- Development and implementation of key performance metrics to measure operational effectiveness, identify areas of success and areas for improvement.
- Planning and executing staffing and operational strategies to provide high-quality, cost-effective services to external and internal customers.
- Assess and develop recommendations to ensure the use of best practices including identification and implementation of new technologies/financial systems and associated data conversion.
- Community engagement, analysis and presentation of data related to community budget priorities.
- Contribution to the organization-wide "People Strategy."

It is an optimal time to build upon the successes of the past and shape the department for the future.

## THE POSITION

We are seeking a collaborative, proactive Accounting Manager who will be responsible for the overall strategy, direction, and management of the Accounting Division in the Finance Department. The primary focus of this position will be to manage and provide oversight of general accounting daily operations, namely, Accounts Payable, Accounts Receivable, Financial Reporting and Analysis, and Payroll, in addition to annual financial statements including Comprehensive Annual Financial Report (CAFR) and State Controller reports. The position also has responsibility for oversight related to budget, annual audit and internal controls.

The position leads and guides an Accounting staff of ten. This is an essential senior management position reporting to the Deputy Finance Director.



# CITY OF THOUSAND OAKS

## QUALITIES OF THE IDEAL ACCOUNTING MANAGER

### Leadership and Managerial Courage

- Exhibits effective command and resilience
- Is able to confront difficult issues, encourage engagement and debate, find common ground
- Questions practices and norms; integrates with a focus on the future
- Is politically astute and practical in moving an organization forward
- Identifies talents in others; and is able to articulate their strengths and limitations
- Is able to effectively promote new initiatives

### Strategic Thinker, Planner, and Innovator

- Shapes and drives a vision for the future
- Accurately anticipates prospective consequences and trends
- Has strong understanding of the dynamics and dimensions of service in the public realm
- Provides exceptional service delivery in the variable landscape of community needs, new technologies and fiscal resources
- Values an organizational culture that is dedicated to continuous improvement
- Is an accomplished problem solver with excellent data analysis skills
- Creates an environment where ideas are generated and sound judgment is applied

### Effective Communicator

- Is an effective facilitator who can engage others with varied interests
- Understands and strategically applies many facets of communication in order to lead others through continual change
- Is an active listener with preference for open, honest communications
- Uses dialogue-based methods of engagement to build bridges and facilitate ideas
- Clearly outlines a vision and effectively leads others in its implementation

### Technical Skills & Professional Experience

- Well-rounded experience and proven track record in successfully leading and managing accounting operations with a process improvement mindset
- Extensive knowledge of best practices in accounting principles and procedures, including GASB and GAAP; strong technical

and data analysis skills related to financial operations

- Identifies key issues in complex situations, evaluates appropriate options, and implements strategies for resolution

### Business Acumen

- Understands and integrates municipal government and business practices with financial operating procedures and generally accepted accounting principles
- Is informed, responsible, and accountable in government systems that affect financial, budgetary, human resources, legal, facilities, and information technology
- Forms partnerships within, and outside of, the City organization to ensure operations of the Finance organization are managed proficiently

### Team Builder

- Is an active contributor to the City's leadership team with ability to incorporate the City's vision and mission while building, inspiring, and motivating teams
- Models key "soft skills" in interpersonal relationships demonstrating self-awareness, empathy, appreciation, and a service orientation
- Promotes a climate of engagement and inclusion with Finance Department employees
- Emphasizes teamwork, collaboration, and communication while creating a positive work environment
- Identifies and implements new ways to partner with the community and other organizations
- Proactively manages the impacts of change on Finance personnel and services

The position requires a Bachelor's degree from an accredited college or university with major course work in accounting, finance, or business administration or a related field. A Master's degree and Certified Public Accountant license are highly desirable.

The position also requires eight years of progressively responsible professional accounting experience, preferably in a governmental agency including two years of management and administrative responsibility. The ideal candidate should also possess knowledge and experience pertaining to Comprehensive Annual Financial Report (CAFR), single audit, and State Controller reports.

Possession of, or the ability to obtain, a Class C California driver's license is required.



## CITY OF THOUSAND OAKS



## COMPENSATION &amp; BENEFITS

The City of Thousand Oaks offers a competitive total compensation package. The annual salary range for this position is \$94,954 to \$142,431. Compensation level is determined by qualifications and experience.

The City provides an excellent benefit package that includes:

**Insurance** – The City provides \$435 per month to use towards medical premium for employee and/or dependents, and \$680 per month towards Cafeteria Plan. The City provides dental and life insurance for employee and dependents.

**Leaves** – Annual leave, administrative leave and holidays.

**Deferred Compensation Plan** – City contributes 3% of annual salary.

**Retirement** – CalPERS 2% @ 55 Plan for “Classic” members and 2% @ 62 Plan for “New” members.

The City is very supportive of employee growth and succession planning. The successful candidate will be expected to take an active role in his/her personal professional development, including training and active participation in professional associations.

## HOW TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.toaks.org/jobs](http://www.toaks.org/jobs) to apply online.

## FINAL FILING DATE

**MONDAY • MAY 15, 2017  
BY 5:00 pm**

For additional information or questions, please contact Sandra Bill in the Human Resources Department at (805) 449-2142.

The City of Thousand Oaks is proud to be an Equal Opportunity Employer and welcomes applications from all qualified applicants.

Additional information about the City is available at our website: [www.toaks.org](http://www.toaks.org)

