



The City of Morro Bay *is recruiting for a* **BUDGET/ACCOUNTING MANAGER**



The Opportunity

The City of Morro Bay is seeking a collaborative, trustworthy, and hardworking individual to serve as its next Budget/Accounting Manager. This person will join a talented and dedicated team of five full-time staff who support the Administrative Services Director to perform all functions in fiscal and budget administration, and other special projects and duties. The selected candidate will enjoy working in a beautiful, oceanside environment with a priceless quality of life.

The Community of Morro Bay

The City of Morro Bay is located on California's picturesque Central Coast, halfway between Los Angeles and San Francisco, in San Luis Obispo County. Boasting a close-knit community of approximately 10,500, the City is blessed with a temperate year-round marine climate that offers residents the peaceful tranquility of a coastal fishing village, only 12 miles from the convenience of San Luis Obispo's shops, dining, and entertainment. Our City motto, "rock solid together" says everything you need to know about our community's attitude of collaboration and cooperation.

While the City very much values its visitors (T.O.T. is our second highest revenue source behind property tax), the City is dedicated to our Morro Bay residents. They are active and involved in their community, and the City makes every effort to communicate important issues clearly and involve them in the decision-making processes when appropriate. In turn, the residents support the City. In fact, Measure E-20, a 1% sales tax measure on the November 2020 ballot, passed with more than 58% of votes.

Morro Bay is a beautiful place to work and play. In addition to the incredible nature that surrounds the City, it also boasts 13 parks, a County golf course, and a charming downtown corridor that includes used bookstores, arts and crafts stores, coffee shops, restaurants and more. During non-pandemic years, our community enjoys a number of special events, including the Winter Bird Festival, Cruisin' Morro Bay Classic Car Show, 4th of July Celebration, Art in the Park, Harbor Festival, Avocado Margarita Festival, and a Holiday Lighted Boat Parade.

The City Government

The City of Morro Bay is a general law city, incorporated in 1964, with a City Council/City Manager form of government. The City has a Mayor and (4) Council Members, elected at large, that enjoy a positive and effective working relationship with each other and City staff. Morro Bay is a full-service City with an annual budget of over \$76 million (including Capital Projects and excluding transfers between funds), a staff of 90 full-time employees, organized in the following departments: Finance (Information Technology), City Clerk (Human Resources), Administration (Recreation Services), Fire, Harbor, Police, Community Development (Planning and Building) and Public Works (Engineering, Capital Projects, Utility Division, Consolidated Maintenance with vehicles, parks, facilities and streets).

The Position

The ideal candidate must have a solid background in accounting (government accounting experience preferred). This person must demonstrate effective listening, written and oral communication skills with the ability to effectively establish and maintain cooperative working relations with other City departments, employees, other agencies, boards and commissions, and the general public. They must be responsive and approachable, dedicated to superior customer service, committed to training and mentoring others, with the ability to establish and maintain cooperative working relationships both inside and outside the organization. The selected candidate will be a creative, strategic thinker, team player and trusted advisor to the Department Head.

Key Responsibilities

Under direction of Administrative Services Director (Finance Director)/Assistant City Manager, plans, organizes, leads, and/or monitors programs and activities related to the City's financial accounting, accounts payable, and payroll systems; manages the City's interim and annual financial reporting needs; internal and external audits; internal controls; cost accounting programs; formulation, monitoring and reporting on annual operating and capital improvement budgets; customer service activities including, but limited to, supervising and reviewing the work of professional, technical and accounting office support staff.

- Participates in, and/or leads, all activities related to the City's accounting function, including the accounting system, payroll, cash receipts, journal entries, accounts payable, business licensing, utility billing and customer service, review and audit claims, computer-generated records, and other related documentation for accuracy.
- Assists in developing and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Administrative Services Director.
- Provides direct supervision to assigned staff and exercises technical and functional supervision over other professional, technical, or lower level support staff on a project or day-to-day basis.
- Perform internal audits of assigned accounts and balances; reconcile differences.
- Prepares and reconcile journals, ledgers and other accounting records, preparation of reports for submission to various regulatory and government agencies.
- Coordinates year-end audits; meets with outside auditors to provide information and resolve problems.
- Provides training to departmental and operating staff regarding the City's financial reporting policies, procedures, and reporting capabilities.

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- Performs responsible accounting, payroll, financial and/or budgetary document preparation, monitoring and reporting, document review and program support in coordination with other staff within Finance Department and all other City departments.
- Responsible for data gathering and accumulation of information for City's annual budget.
- Responsible for City's computerized multi-fund municipal accounting system and upgrades.
- Coordinates year-end audits, meets with outside auditors to provide information and resolve problems.



Qualifications

The following are minimum qualifications for this position:

Education and Experience:

Graduation from an accredited college or university with major work in accounting, finance, business, or closely related field and five (5) years of experience in municipal finance and/or accounting, including two (2) years of supervisory experience. CPA with governmental experience highly desirable

FLSA Exempt Position. Equal Opportunity Employer.

Compensation

The City is offering a competitive compensation and benefits package, including:

- Salary range between and \$78,532 to \$95,456. (active negotiations with the City's bargaining groups may positively impact or increase the salary range effective July 1, 2021)
- CalPERS retirement (2% at 60 for "Classic" members and 2% at 62 for PEPR).
- City pays ~80% of total family PERS medical insurance depending on the plan selected.
- City provides Dental, Vision coverage, long-term disability, and \$50,000 life insurance policy.
- 457 Deferred Compensation plans available with employer contribution.

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How to Apply

The application period closes June 2, 2021

Candidates must submit a completed City application available on the City's website at www.morrobayca.gov to Laurie Goforth, Human Resources Analyst at lgoforth@morrobayca.gov.

A resume will not be accepted in lieu of filing a City application but may be attached as additional information. Candidates are strongly urged to include a cover letter expressing their interest in the position.

City of Morro Bay
Attn: Human Resources
595 Harbor Street
Morro Bay, CA 93442