



The San Diego Association of Governments invites applications for the position of:

assistant finance manager

A job at SANDAG is guaranteed to stimulate your mind, expand your skills, and accelerate your professional development. We are committed to recruiting highly talented individuals who are dedicated to working on important issues and passionate about making significant contributions that improve the lives of people all around the region. We look for people who have extraordinary leadership and vision; people who drive change and produce results; people who take ownership of projects and never settle for "good enough."

SANDAG values and rewards continuous improvement. We offer a fulfilling work environment that will challenge your capabilities. And it is a place where you can take ownership of the next steps in your career while being supported with opportunities, tools, and resources that will allow you to be successful.

This position will remain open until filled and the first review of applications will begin on Friday, September 13, 2019.

Expected start date: November 2019





Overview of the Financial Program

SANDAG has great pride in being a fiscally responsible public agency and has implemented rigorous accounting processes and financial reporting procedures to monitor expenses, encumbrances, grant funds, and project budgets, and accurately document various types of financial transactions. The agency has been awarded the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the past eleven years.

In June 2019, the Board of Directors adopted the FY 2020 annual Program Budget totaling approximately \$1.3 billion. Funding for the various projects and programs comes from more than 30 different federal, state, and local sources in the form of formula and discretionary grants, city revenues, and local transportation sales tax revenues. The Accounting Division has a role in supporting all agency programs – through functions such as accounts payable/receivable, payroll, and cash receipts through to cash flow analysis, debt management, and financial reporting. The Accounting team is highly regarded for their ability to maintain an exceptional level of accuracy and for providing outstanding customer service.

Assistant Finance Manager Role

The Assistant Finance Manager will provide functional leadership for a team of nine professionals who, in close collaboration with program managers, conduct the financial reporting and accounting functions for the agency. This position also will perform technical accounting duties, conduct complex analyses, provide financial advisory services, and recommend and implement financial management policies.

Job Responsibilities

This opportunity is for a 'hands-on' working manager; someone who has both the skill to perform many of the technical requirements of the position as well as provide guidance and leadership for the team. The primary responsibilities for this position include:

- Participate in financial and compliance audits conducted by federal, state, and local governmental agencies or independent certified public accounting firms; prepare and provide information, requested schedules, and reports.
- Manage the annual *TransNet* and Transportation Development Act (TDA) financial audits; review audits for accuracy and recommend approval for final distribution; prepare reports.
- Participate in the preparation of the Comprehensive Annual Financial Report (CAFR).
- Prepare reports, recommendations, and present technical information to the Board of Directors, Independent Taxpayers Oversight Committee (ITOC), policy and stakeholder committees, technical working groups, member agencies, private organizations, and members of the public.
- Coordinate financial and budgetary reporting for the San Diego County Regional Transportation Commission (RTC) as a part of the annual SANDAG Program Budget; assist with fiscal forecasting, budget monitoring, and expenditure controls;
- manage and prepare bond requisitions and update bond schedules for the RTC and SANDAG.
- Coordinate the issuance and paydown of commercial paper with member subrecipient agencies; prepare the Memorandum of Agreement (MOA); coordinate subrecipient resolutions; and prepare SANDAG agenda items for approval.
- Monitor and coordinate the investment of agency funds with financial consultants and strategic investment managers; coordinate daily cash management activities including short-term and long-term cash flow requirements; verify availability of funds; perform periodic audits of revenues and cash management.
- Monitor and evaluate internal controls and reconciliation procedures used for accounting and financial record-keeping and reporting; ensure practices comply with generally accepted accounting principles (GAAP) and agency policies.
- Supervise, mentor, train, and provide career development opportunities for a team of professional staff with expertise in accounting and finance.
- Develop project plans, Requests for Proposals, scopes of work, project deliverables, budgets, and schedules; administer contracts and ensure projects progress on schedule, within the approved budget, and at a consistently high level of quality; ensure projects are completed in adherence to funding agency requirements.

Experience and Qualifications

Numerous factors contribute to an individual's ability to be successful in any given role. For this position, we are searching for a detail-oriented candidate who has a strong technical background with exceptional analytical capabilities and organizational skills, the ability to maintain accuracy while meeting numerous time-sensitive deadlines, and superior communication and customer service skills.

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in accounting, finance, business administration, or a related field, and five years of recent experience in accounting or finance including supervisory experience. An advanced degree or CPA certification is desirable.

The following information describes the specific types of career experiences that are most relevant to this position.

- Demonstrated knowledge and experience with the principles and practices of governmental fund accounting, auditing, financial reporting, and financing structures.
- Demonstrated knowledge of generally accepted accounting principles, procedures, and practices (GAAP), including GASB 34, as applied to large and complex governmental financial management systems; familiarity with current issues and emerging trends related to Accounting Authoritative Guidance is desirable.
- Knowledge of laws, regulations, and reporting requirements pertaining to municipal finance administration and the receipt and expenditure of public funds; knowledge of public investment management and treasury functions as defined by the California Government Code; knowledge of state and federal tax regulations.
- Demonstrated ability to develop, implement, and maintain internal control procedures and transaction processing efficiency for accounting functions; ability to monitor and evaluate the efficiency and effectiveness of accounting and finance service delivery methods and procedures and identify opportunities for improvement.
- Knowledge of auditing practices and experience preparing for and coordinating financial and compliance audits conducted by independent auditors.
- Demonstrated ability to prepare complex financial statements and comprehensive reports that conform to accepted auditing standards and accounting principles.
- Experience with the issuance of long-term and short-term debt and other financing techniques.
- Experience supervising and evaluating the work of professional and technical personnel; experience providing administrative and professional leadership and direction for assigned programs.
- Demonstrated ability to research and analyze financial issues, evaluate alternative solutions, develop sound conclusions and prepare recommendations, and keep management apprised of issues and concerns.
- Demonstrated ability to establish and maintain effective working relationships with those contacted in the course of work including agency staff, member subrecipient agencies, government officials, and members of the public.
- Ability to communicate technical information effectively, both orally and in writing, to a broad range of audiences; ability to prepare and deliver public presentations and recommendations regarding various program elements to upper management, Boards, and other audiences.
- Excellent organizational skills, and the ability to manage several concurrent projects at various stages of completion; ability to establish and maintain priorities and work independently.
- Demonstrated computer software proficiency using various programs from the Microsoft Office Suite, financial management systems, and other PC-based applications; experience with OneSolution is desirable.
- The selected candidate also can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.



About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. With an employee group about 375 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.

Salary and Benefits

SANDAG rewards the efforts of its employees with a comprehensive compensation package. Competitive salaries are supplemented with a flexible offering of health, financial security, and time-off benefits to meet the work and life needs of employees and their families.

This position has an annual salary range of \$74,011 to \$114,716 per year; the starting salary will depend on the qualifications and experience of the selected candidate.

Our benefits include traditional health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. To support the need to rest and rejuvenate, SANDAG offers flexible work schedules and employees are provided with a bank of paid time off in addition to paid holidays.

How to Apply

We encourage all interested candidates to apply for this position by completing a SANDAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded in PDF format from the SANDAG website. Alternatively, a copy can be requested by calling (619) 699-1900 or emailing hr@sandag.org.

Completed applications and related materials can be submitted via email, fax, regular mail, courier, or delivered by hand. See our Careers / How to Apply webpage for additional information.

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In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at (619) 699-1900, (619) 699-1904 (TTY), fax (619) 699-6905, or hr@sandag.org.

Candidate Selection and Notification

All candidates will receive written confirmation that their application has been received. The hiring manager will begin reviewing and evaluating applications within a few days of the close date. Based on this evaluation, the best qualified candidates will be invited to continue in the selection process. All candidates will receive written notification as to the final outcome of their application.

Further Information

The SANDAG website contains a wealth of information about our various project and program areas. The Careers section of the site lists all of our current Job Openings as well as information on how to apply for positions and Frequently Asked Questions about our recruitment program.

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.