



**CITY OF LOS ANGELES  
OFFICE OF FINANCE  
FINANCIAL MANAGER  
Annual Salary: \$87,361 to \$127,702**

The Financial Manager assigned to the Office of Finance's (Finance) Treasury Services Division oversees daily treasury operations, cash management services, and debt service administration. The position is located at 200 N. Spring Street, Room 201, Los Angeles, CA 90012. The Division's day-to-day operations are time-sensitive and impact activities performed by City departments in their payments and collections.

The Financial Manager supervises a staff of eleven (11) employees handling day-to-day treasury operations, cash management/banking services, and debt service administration. Staff includes four (4) Management Analyst II, one (1) Management Analyst I, one (1) Treasury Accountant I, two (2) Accounting Clerk II, and three (3) Accounting Clerk I positions.

This position supports the Director of Cash Management Services in:

- Serving as liaison between City departments and the Office of Finance to facilitate the integration of cash management, banking, and treasury systems as well as ensuring compliance with Finance, City treasury policies, the Uniform Commercial Code, Payment Card Industry, and City, State, and Federal statutes.
- Serving as liaison between City departments and external financial institutions for activities related to merchant services, cash management, and debt service administration.
- Serving as project coordinator for the implementation of a proposed Treasury Management System.
- Directing, planning, supervising, and evaluating work and activities of the Cash and Debt Management Division, including workflow, financial systems, financial programs, and coordination with the Controller's Office, CAO, ITA, and Mayor's Office.
- Implementing and providing ongoing process improvement and documentation for a Business Continuity plan that supports all City Departments' treasury operations, specifically payments and collections banking and merchant services.
- Collaborating with other departments on bond issuance and debt administration to ensure accurate, timely, and updated cash flow schedules, proper accountability of financing reimbursements, and adherence to payment schedules.
- Coordinating responsible banking ordinance compliance reporting and submission of annual reports by participating financial institutions.
- Coordinating oversight of Payment Card Industry compliance.
- Assessing risk mitigation, fraud protection, and recommending risk management and security measures in banking and credit card payments and collections.

## Financial Manager Position Description

- Analyzing treasury and debt management operations and recommending cost containment and productivity enhancement strategies.
- Researching industry practices to identify changes and best practices for the City's treasury operations, including performance metrics and benchmarking.
- Developing, recommending, and implementing Citywide treasury and financial policies, programs, operating guidelines, and procedures to streamline cash management operations, enhance response time, improve operating efficiencies and turnaround for service requests, mitigate risk, and support Citywide fiscal objectives.
- Assisting the Director of Finance/City Treasurer, in the planning, implementation, monitoring and oversight of policy development, and financial strategy for City treasury operations.
- Providing professional training and communicating banking and card industry rules, online portal enhancements and system changes.
- Performing other job-related duties as assigned.

### **Requirements:**

1. Three years of full-time paid experience at the level of Financial Analyst with the City of Los Angeles working with an enterprise accrual accounting system; or
2. Graduation from an accredited four-year college or university with a major in finance, accounting, economics, mathematics, or business administration and five years of full-time paid professional experience in a public accounting firm; or governmental agencies using enterprise accrual accounting systems; or publicly traded private sector corporations; or an investment bank, commercial bank, financial advisor, or investment advisor listed in the Bond Buyers Municipal Marketplace Directory; or privately held companies with revenues and/or equity size comparable to that of a Fortune 500 company; and supervising for at least two years either:
  - a. Accounting professionals performing the full range of accounting activities including financial reporting, general accounting, cost accounting, accounts payable, accounts receivable, payroll, billing, and inventory on an accrual basis in conformance with Generally Accepted Accounting Principles issued by the Governmental Accounting Standards Board and/or the Financial Accounting Standards Board; or
  - b. Professional or support personnel performing the full range of financial management activities including portfolio management, cash management, issuance of short- and long-term debt, cash forecasting, financial analysis of business, commercial, or governmental development proposals to determine their financial viability and rates of return, and financial reporting.

A CPA or CFA, CTP certificate, or a Master's degree in finance, accounting, economics, business administration or public administration with an emphasis in economics or public finance may be substituted for no more than one year of the required general experience. However, it may not be substituted for the supervisory experience.

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### HOW TO APPLY:

**Electronic submittals are required.** Interested candidates should immediately submit a City of Los Angeles Application for Employment Form and resume. The application form can be found here: <http://per.lacity.org/application.pdf>.

City of Los Angeles - Office of Finance  
Attn: Mindy DeYoung  
Email: [financepersonnel@lacity.org](mailto:financepersonnel@lacity.org)

(Note: When e-mailing your application material, the subject line should reflect your name and the job title you are applying for.)

Questions may be referred to Mindy DeYoung at (213) 978-1763.  
The filing period will close on August 1, 2016 by 4 p.m. or until a sufficient number of applications are received.

\* The position of Financial Manager in the Office of Finance is an exempt, at-will management position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The Financial Manager is appointed by and serves at the pleasure of the Director of Finance/City Treasurer. The incumbent may be removed, without any finding of cause, by the Director of Finance. Such removal would not be reviewable or appealable.