



## Accounting Manager

SALARY RANGE  
\$76,419.20 to \$97,718.40 Annually  
Plus an excellent benefits package

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***The San Bernardino County Employees' Retirement Association (SBCERA) is recruiting for an Accounting Manager to plan, organize and manage the Fiscal Services Division of SBCERA. The position reports directly to the Chief of Fiscal Services.***

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### **DUTIES:**

- ❖ Manages and supervises 14 employees in providing centralized fiscal services for the organization, including accounting, revenue collection, purchasing, budgetary functions, cost reporting, fiscal related contract administration, payroll, and fiscal administration of benefit services.
- ❖ Plans, assigns, reviews and evaluates the work of subordinate staff; participates in hiring decisions, disciplinary actions and other personnel activities. Provides direction and training to staff and assists in resolving problems. Evaluates training needs.
- ❖ Assists with the preparation of the department budget, including review, analysis and consolidation of division budgets; prepares appropriation adjustments and other revisions; and supervises account adjustments.
- ❖ Manages and supervises the monitoring and control of all expenditures and receipts; oversees member payroll and the collection of contributions and investment portfolio income for all entities in the SBCERA system; identifies tracts and reconciles all revenue sources.
- ❖ Manages and supervises the general ledger accounting function, including accounting for investments, benefit payments, vendor payments and receipt of employer/employee contributions. Assists in the coordination and negotiation of annual audit resolutions, including the preparation of the annual CAFR report.
- ❖ Participates in the formulation of policies and procedures; develops and establishes operational systems and internal controls.
- ❖ Manages and supervises Federal and State tax reporting and compliance for the department.
- ❖ Coordinates the reporting of member, beneficiary and employer data to SBCERA's actuarial consultant for use in the preparation of the annual actuarial valuation. Provides additional information and clarification as required by the actuarial consultant.
- ❖ Attend Board of Retirement meetings as required to answer questions and brief the Board on benefit administration matters.
- ❖ Acts as a liaison with employers, Franchise Tax Board, Internal Revenue Service and SBCERA's financial institution in matters concerning fiscal operations.
- ❖ Provide vacation and temporary relief as required.

## **MINIMUM QUALIFICATIONS:**

### **Education:**

- 1) Bachelor's degree in Accounting OR other field with 30 semester (45 quarter) units of completed college coursework in Accounting. Half of the units must be upper division (attach a copy of degree or transcripts).  
OR—
- 2) An active California Certified Public Accountant (CPA) license (attach a copy of the certificate).

**Experience:** In addition to the education requirements, five years of professional-level accounting experience along with three years of professional-level supervisory experience are required.

**Highly Desirable:** Professional designation such as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Certified Public Finance Officer (CPFO) and/or Certified Government Financial Manager (CGFM) is highly desired.

### **Note:**

Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. Degrees or coursework completed outside the U.S. must be accompanied with an evaluation report from a reputable credential evaluation service showing equivalency to degrees or coursework completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

**APPLICATION PROCESS:** Application must be made by submitting a completed SBCERA Application form and the required Supplemental Questionnaire for Accounting Manager. Resumes will not be accepted in lieu of the application and questionnaire. The information you provide will be used to verify and evaluate your job qualifications. Failure to complete the applications and/or to provide information on it that clearly demonstrates possession of the following requirements will result in elimination from the examination process. The SBCERA Employment Application and Supplemental Questionnaire are available at [www.SBCERA.org](http://www.SBCERA.org) or you may call Virginia Leon-Garcia at 909-885-7980 ext. 348 to have the forms mailed to you.

**The application closing date is Friday, October 29, at 5:00 p.m.**

Submit applications to:

SBCERA

Attn: Virginia Leon-Garcia, Fiscal Services Executive Secretary

348 W. Hospitality Lane, 3<sup>rd</sup> Floor

San Bernardino, CA 92415-0014

There will be a competitive evaluation of qualifications based on a review of the application and supplemental questionnaire. Applicants must clearly describe their experience in the areas designated on the supplemental questionnaire. Those who demonstrate exceptional qualifications in the competitive evaluation will be referred for a hiring interview. The SBCERA Executive Director may specify the number of eligible candidates to be qualified in the examination or any part thereof.

## **EMPLOYMENT PROCESS:**

**Application Deadline:** Applications must be received by SBCERA by 5:00 p.m. on the date indicated on this announcement.

**Examination:** The exam process may include, but is not limited to, the application, supplemental questionnaire, appraisal interview, post-certification interview and reference check.

**Eligible List:** A list of qualified candidates will be established in rank order of scores obtained during the examination process. Referrals to vacant positions will be made with those achieving higher scores referred prior to those with lower scores. Candidates' names will remain on eligible lists for a period of one (1) year unless otherwise determined by the Executive Director.

**Background Investigation:** Prior to appointment, SBCERA requires applicants to be fingerprinted and pass a background investigation.

**Reference Check:** Prior to appointment, education and employment history is subject to verification. At the time of a selection interview, candidates may be required to provide a credit report, copies of certificates, licenses, diplomas and course transcripts.

**Medical Examination:** Job offers made are contingent upon passing a medical examination, which will include a drug/alcohol screening. Failure to meet all medical standards may result in withdrawal of appointment or termination, if employed prior to completion of medical examination.

**Disclosure:** This is an at-will position.