



City of Los Angeles

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City of Los Angeles Personnel Department

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FINANCIAL MANAGER

Class Code: 1557

Open Date: 06-20-14

ANNUAL SALARY

\$94,753 to \$117,721 and \$117,972 to \$146,577

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Financial Manager manages, or assists in managing, financial administration and planning or accounting activities of the City Departments having control over their own funds; analyzes and makes recommendations on significant financial matters; participates in the development of business management reporting, accounting, or cash flow projection systems; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Three years of full-time paid experience as a Financial Analyst with the City of Los Angeles; or
2. Graduation from a recognized 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.
3. 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 substituted for the supervisory experience.

NOTES:

1. Candidates must achieve a passing score in the qualifying Training and Experience Evaluation in order to be called for the subsequent portions of the examination.
2. In addition to the regular City application, all applicants must complete a Financial Manager Qualifications Questionnaire and a Training and Experience Questionnaire at the time of filing. Both Financial Manager Questionnaires are located within the Supplemental Questions Section of the City application. Applicants who fail to complete both Financial Manager Questionnaires will not be considered further in this examination, and their application will not be processed.
3. Applicants who lack six months or less of the required experience may file for the examination. However, they cannot be appointed until the full experience requirement is met.
4. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that required possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four-year degree.
5. Some positions may require a valid California driver's license. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
6. Some positions may require a Certified Treasury Professional (CTP) credential awarded by the Association for Financial Professionals.

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010(b) and Civil Service Commission Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing the following experience may be considered for appointment to fill such positions.

1. Developing, implementing, and managing a system of internal controls to safeguard and monitor the organization's assets; or
2. Managing investment portfolios of restricted cash balances and overseeing short-term cash forecasting activities; or
3. Managing activities related to conducting financial analyses including determining rate of return and performance analysis.

WHERE TO APPLY

Applications will only be accepted on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications and Financial Manager Questionnaires must be received by **THURSDAY, JULY 3, 2014**.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NOTE:

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from June 20, 2014 in the event that additional applicants need to be tested to meet hiring needs.

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualifications for the position of Financial Manager. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Financial Manager Qualifications Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of a Financial Manager, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Training and Experience Questionnaire.Qualifying
Interview100%

The examination will consist of a qualifying Training and Experience Questionnaire and an interview. In the qualifying Training and Experience Questionnaire candidates may be evaluated on their knowledge, experience, professional background, personal qualification and abilities, including knowledge of: principles and practices of financial management, planning, and accounting for commercial enterprises including, Generally Accepted Accounting Principles; techniques of financial and economic feasibility analysis; practices of investment analysis, including discounted cash flow techniques; principles and practices of enterprise fund accounting; financial modeling applications; supervisory principles and practices, including Equal Employment Opportunity; and ability to prepare budgets based on business needs; use independent judgment to make sound decisions and recommendations on a variety of financial matters; manage the activities of professional financial and accounting employees; interact with department managers and employees, employees of other departments, City facility tenants, and members of the financial community; communicate well both orally and in writing; and other necessary skills, knowledge, and abilities.

The qualifying Training and Experience Questionnaires and City employment applications of all candidates will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications as described on the qualifying Training and Experience Questionnaire. Unsolicited supplement information will not be submitted to the expert review panel.

PASSING SCORE FOR QUALIFYING TEST

The passing score for the qualifying test will be determined by Personnel Department staff after the close of the filing period. Consideration will be given to the number of candidates taking the test and existing anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying Training and Experience Questionnaire may be set either above or below 70%.**

All candidates who pass the qualifying test will be invited to participate in the interview.

In the interview, emphasis will be placed on an evaluation of the nature and adequacy of the candidate's experience and training as it relates to the knowledge of: the principles and practices of financial management, planning, and accounting for commercial enterprises; techniques of financial and economic feasibility analysis; principles and practices of investment analysis, including discounted cash flow techniques; principles and practices of Generally Accepted Accounting Principles; use of computers in Microsoft programs and financial modeling applications; the City Personnel Department rules, policies, and procedures, including Equal Employment Opportunity; supervisory principles, practices, and procedures including motivating, training, counseling and directing staff; ability to prepare budgets based on business needs; use independent judgment to make sound decisions and recommendations on financial management matters; manage the activities of professional financial and accounting employees; interact with department managers, employees, other departments, City facility tenants, and members of the financial community; communicate effectively both orally and in writing; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **SEPTEMBER 29, 2014 to OCTOBER 10, 2014.**

NOTES:

1. Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the City Charter.
2. Promotional candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in those classes, which provide qualifying experience for this position. A maximum of one point will be added to the score of the candidates.
3. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credit, than the highest available promotional candidate, after adding seniority credit as indicated above, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
4. Successful candidates may be required to complete a medical examination.
5. A final average score of 70% is required in the interview portion of the examination to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
8. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
9. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

**THIS EXAMINATION IS TO BE GIVEN BOTH ON AN
INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.