



The League of California Cities invites your interest for the position of:

Associate Manager, Accounts Payable

July 2022

Position Description

The League of California Cities is looking for a talented and professional Associate Manager, Accounts Payable with a fierce attention to detail and a 'can do' attitude to lead the AP function on the Accounting and Finance team. This role will be responsible for managing day-to-day AP operations and may be assigned to assist with other accounting support functions for Cal Cities.

Duties include:

- Processes bill payments for Cal Cities and associated entities; verifies accurate expense/accounting codes; verifies management approval of bills; prepares and monitors aged payables reports; prints checks and obtains check signatures.
- Reconciles credit card accounts, prepaid accounts according to established procedures.
- Processes expense report reimbursements for Cal Cities staff and board members.
- Communicates effectively with Cal Cities staff, vendors, and contractors regarding the processing of bills and assigning of proper GL codes.
- Scans original documents for electronic files and maintains electronic filing for all related Accounts Payable items.
- Reviews coding and makes necessary changes based on budgeting expenses; ensures consistency with previous transactions.
- Assists with the periodic inventory of Cal Cities assets.
- Prepares and maintains a variety of auditable financial records, reports and files related to accounts, expenditures, statements, invoices, and assigned activities; generates and distributes computerized reports and financial statements.
- Provides back-up support for the billing procedures as assigned.

Finance and Operations Department

Embracing teamwork and an entrepreneurial spirit, the Finance and Operations Department strives to deliver exceptional customer service, support and solutions that empower the organization's seventy-five team members to advance and fulfill Cal Cities mission. The 11-person Finance and Operations team provides key operations in finance, human resources, facilities management, and information technology. Individual and collective contributions by team members reflect the department's commitment to customer service and excellence.

Cal Cities

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government. Providing legislative advocacy, educational and informational services to cities, Cal Cities' mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

Cal Cities Culture

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. If you also have a passion for public service, local government, advancing equity, and working with dynamic, talented teammates, this just might be the right place for you!

Qualifications & Experience

We seek a dynamic and experienced person to fill this critical role with the League of California Cities. Bachelor's degree in accounting, finance, business administration or a related field is preferred. Master's degree in a related field is highly desirable. Two (2) years of progressively responsible experience in accounts receivable, accounts payable, or directly related field. Some direct connection to local government is desirable.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5 p.m.

Compensation & Benefits

Salary: Depending on qualifications. Salary range \$54,707 - \$84,796.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer compensation through Cal Cities', Mission Square 457 defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Associate Manager, Accounts Payable will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.