

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION FINANCE MANAGER

OPENING: APRIL 27, 2026
CLOSING DATE: OPEN UNTIL FILLED
SALARY: \$106,555.80- \$152,222.52
WORK SCHEDULE: FULL-TIME 9/80 SCHEDULE, SOME EVENINGS REQUIRED
LOCATION: HYBRID TELEWORK ENVIRONMENT
OFFICE LOCATION: 357 VAN NESS WAY, #110, TORRANCE, CA

ABOUT SBCCOG

The SBCCOG is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates various programs that cover homelessness, seniors, transportation, and sustainability. More information about the SBCCOG can be found at <http://www.southbaycities.org>.

Job Summary

Under minimal direction, this management level position responsible for planning, organizing, and directing the accounting and finance functions of the SBCCOG, including budgeting, overseeing audits, contract management, grant billing, accounts payable, payroll, health benefits and retirement administration, managing PTO accruals, risk management, and treasury services.

Distinguishing Characteristics

This management level classification is responsible for managing, directing, and overseeing all accounting and finance functions for the SBCCOG, including managing the work of lower level finance staff.

The Finance Manager is distinguished from the next higher classification of Deputy Executive Director in that this class is responsible for program design and delivery for multiple program areas throughout SBCCOG, broad staff management, and cultivating relationships with agency and partner organizations, and serves as the Executive Director in their absence.

Essential Job Functions, Duties, and Responsibilities

- Manages and directs the budget and mid-year budget, including revenue forecasting; supports the Executive Director in presentation of the budget to the Board of Directors and other committees and working groups as needed.
- Prepares, reviews, analyzes, balances, and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles, and practices; identifies and resolves problems; reviews bank reconciliations for accuracy; prepares financial statements and disclosures; and compiles and reports to the Board of Directors on various financial reports, supporting schedules, and working papers.
- Generates and submits for review grant reimbursement invoices consistent with mandated grant agreement requirements; and prepares accounts receivable aging reports.

- Maintains accounting records of revenues, expenditures, and special funds; prepares analyses, spreadsheets, schedules, journal entries, and reconciliations to produce accurate financial reports; monitors and prepares reports on revenue funds; and performs routine fund and project cost analysis; prepares bank deposits, reviews bank transactions, and updates the general ledger with bank activity.
- Develops, reviews, evaluates, updates, generates and/or distributes specialized accounting records, financial reports and spreadsheets; reviews, compiles, calculates and analyzes technical data and information from a variety of sources; identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures issues are resolved; distributes reports in a timely manner; conducts expenditure analyses and reports to Executive Director monthly on spend rate; and researches variances and discrepancies; and prepares correcting journal entries
- Reviews and processes general vendor invoices, including adding transaction codes, obtaining signature approvals and supporting documentation, and tracking accounts payable; prepares journal entries for non-automated transactions; as directed, initiates automated clearing house (ACH) and coordinates with Treasurer for wire transfers to expedite invoice payments; deposits funds in accounts; prepares check payments for mailing and/or disburses checks for delivery; and obtains signatures as needed for proof of delivery.
- Reconciles payroll and payroll deductions and the payment of payroll taxes, vendor accounts and retirement benefits; verifies correct pay rates and adequacy of leave time; manages PTO accruals; calculates overtime; and inputs withholding exemptions, employee/employer deductions and pay rate changes.
- Prepares, generates, and issues 1099s to vendors and W-2 forms for employees.
- Responds to inquiries and requests from outside auditors; and provides support documents and analysis reports as requested; initiates and recommends the selection of the auditor.
- Manages finance programs and contracts; coordinates with Project/Program Managers to report on contract requirements, manage budget, and monitor expiration; prepares invoices to Scope of Work requirements and finance reporting for grants; and assists in the preparation and the response to Request for Proposals and Scopes of Work; obtains approval from project managers to pay contractor invoices.
- Assists in the management of finance staff work, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Conducts special investigations and organizational reviews as directed by the Executive Director.
- Provides homeless services, special accounts such as Dominguez, client aid, and SBFN State funds, and other program specific administrative and financial support by reviewing and managing invoices from cities and non-profits; completes original and supplemental invoices and submits to LA County; reimburses cities and non-profit partners via Steering; vets client aid requests; sets up property managers as vendors; logs client aid check payments and issues and tracks checks; tracks various budgets; maintains cash flow; and responds to various requests from team members.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Uses discretion in communicating with others.
- Performs other duties as assigned.

Classification

This position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

A Bachelor's Degree in finance, accounting, or other related field is required along with at least five (5) years or more professional experience in accounting, finance, and general business in grant-funded programs, public agency, or not-for-profit. One year of supervisory experience is desirable.

Knowledge of

Principles and practices of data analysis and statistics; database concepts, data warehousing, and analytics platforms; business intelligence and data visualization tools; qualitative and quantitative research methods; data quality assurance and governance practices; performance measurement and reporting; public-sector data reporting requirements; grant and compliance reporting support; methods for translating technical data into actionable insights; and effective written and oral communication techniques.

Skill to

Design, configure, and maintain databases and analytics tools; analyze and interpret complex datasets; develop dashboards, automated reports, and data visualizations; apply statistical and analytical techniques; prepare clear technical and non-technical reports; train users on data tools and best practices; manage multiple analytical projects; collaborate with vendors and stakeholders; and use analytical, database, and productivity software effectively.

Ability to

Work independently on complex analytical assignments; exercise sound judgment; synthesize large volumes of information; communicate complex data findings clearly to technical and non-technical audiences; support data-driven decision-making; maintain data accuracy, confidentiality, and integrity; adapt to changing priorities; and establish effective working relationships.

Licenses and/or Certifications

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors, and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

EMPLOYEE BENEFITS:

- Major Federal holidays off as well as December 24 through January 1 + 8 hours Floating Holiday
- Vacation Leave: 104 hours 1st year; 112 hours 2nd year + 8 hours annually with a maximum accrual of 192 hours
- Sick Leave: 8 hours/month
- \$50,000 employer provided term life insurance coverage, while employed by SBCCOG
- \$500/month to apply towards health benefits (unused amounts are applied to 457 deferred compensation retirement plan)

- \$200/month employer contribution to deferred compensation (457 retirement plan)

APPLICATION AND SELECTION PROCESS

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest.

Submit to: Janna Jaime, Administrative Assistant
janna@southbaycities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, disability, medical condition, marital status, veteran status, or genetic information.