ACCOUNTING MANAGER

CITY OF SUNNYVALE

THE HEART OF THE SILICON VALLEY

THE COMMUNITY

With a population of over 157,000, Sunnyvale is the seventh-largest city in the San Francisco Bay Area and the second largest in Santa Clara County. Incorporated in 1912, the city has transformed from an agricultural community to the nexus of research, development, and manufacturing that created Silicon Valley. Approximately 7,000 local businesses offer a rich mixture of goods and services, including many icons in tech, manufacturing, retail, and research and development. Sunnyvale's ten largest employers are Google, Apple, Facebook, LinkedIn, Intuitive Surgical, Amazon, Lockheed Martin Space Systems, Applied Materials, Cepheid, and iHealth.

In addition to being a center of technology and innovation, Sunnyvale is a city of quiet family neighborhoods, a vibrant and thriving downtown, strong schools, and a diverse community. Boasting a mild, sunny climate, easy access to metropolitan amenities, and abundant natural beauty, Sunnyvale is an ideal place to live, work, and play. The Caltrain station, located downtown, is only a few blocks from City Hall. The San Jose, San Francisco, and Oakland International Airports are easily accessible, and the area is home to many museums, theaters, concert halls, art galleries, and professional sports teams.

The City's parks and recreation system boasts 23 parks, facilities for golf, tennis, and swimming, libraries, and a community/senior center. Sunnyvale's historic downtown is home to a variety of local eateries and merchants and hosts frequent art festivals, concerts, and a year-round farmers' market. Residents and visitors enjoy the Summer Music Series, the Hands-on Arts Festival, and many seasonal events throughout the year. The City's Department of Public Safety has kept Sunnyvale ranked at the top of the nation's safest cities. Its pioneering model integrates police, fire, and emergency medical response, with every officer fully trained as a police officer, firefighter, and emergency medical technician.

THE CITY ORGANIZATION

The City of Sunnyvale is a Charter City with a seven-member City Council and a council-manager form of government. The Mayor is elected at large, while the six council members are elected by district. The City Council meets at least twice per month on Tuesday nights. The Council and City staff enjoy a collaborative, supportive, and respectful relationship with a high level of trust.

The City's FY2026/27 budget totals $717.7 million including a $425.1 million operating budget. Sound fiscal policies are embedded into the City's culture, with a 10-year balanced budget required by Charter and 20-year projections as a matter of long-standing City policy. The City's budget supports its mission to "Build Community Trust by Providing Exceptional Services." The City is a full-service agency with 991.27 FTE employees serving in all municipal functions, including the departments of City Manager, City Attorney, Human Resources, Community Development, Library & Recreation Services, Environmental Services, Public Safety, Public Works, NOVA Workforce Services, Finance, and Information Technology. The City Manager and City Attorney are appointed by and serve at the pleasure of the City Council.

To discover more about Sunnyvale and the Finance Department, visit: **www.sunnyvale.ca.gov/**

City of Sunnyvale Mission and Core Vaues

Mission: We build community trust by delivering exceptional services. Core Values of Public Service: Integrity, Leadership, and Respect.

Finance Mission Statement

The Finance Department will maintain a strong, secure financial position for the City by providing a wide variety of financial and analytical services to Council, staff, and the public.

THE FINANCE DEPARTMENT

The Finance Department works to ensure the City's excellent financial health through long-range financial planning and budget management, general accounting and reporting, purchasing, and a wide variety of financial and analytical services. The department's FY 2026/27 budget is $16.1 million, and its 60.75 FTE employees work in the following six divisions:

- Accounting and Financial Services
- Budget Management
- Business and Enterprise Services
- Financial Management and Analysis
- Non-Utility Revenue Management and Special Projects
- Purchasing

THE POSITION

The Accounting Manager is a member of the Department's management team and reports to the Finance Director. This position oversees the Accounting and Financial Services Division, including an FY 2026/27 budget of $2.4 million, and leads a dedicated team of 10.25 FTE responsible for general ledger accounting, project and grant accounting, accounts payable, treasury management, and debt administration. The Accounting Manager performs highly responsible professional accounting work and manages the City's audit, financial reporting, and accounting functions to ensure compliance with governmental accounting standards and financial reporting and regulatory requirements. Key responsibilities of this position include:

- Developing financial policies, procedures, and internal controls that enhance efficiency, compliance, and service delivery.
- Ensuring compliance with governmental accounting standards and the accuracy and integrity of financial reporting.
- Overseeing the timely preparation of critical financial

reports, including the Annual Comprehensive Financial Report (ACFR), Single Audit report, State Controller's City Financial Transactions Report, annual debt reporting, and interim financial statements.
- Managing month-end, fiscal year-end, and calendar year-end close processes.
- Coordinating annual audits and serving as the primary liaison with external auditors.

The Accounting Manager plays a critical role in ensuring the effective operation of the City's accounting functions, resolving complex accounting and accounts payable issues, and providing reliable, responsive service to departments, vendors, contractors, and other stakeholders.

THE IDEAL CANDIDATE

Sunnyvale seeks an experienced public-sector finance professional who thrives in a fast-paced environment to serve as its next Accounting Manager. The ideal candidate brings a solid public-sector accounting foundation and a combination of technical expertise, strong leadership, and interpersonal skills. This proactive and self-motivated individual will demonstrate the initiative needed to lead a capable team, deliver critical work accurately and on time, and support process improvement.

Sunnyvale's Finance Department benefits from a strong management team that works well together, communicates openly, and demonstrates a shared commitment to the department's success. The next Accounting Manager will contribute positively to that culture, including listening thoughtfully, sharing technical expertise and ideas, and partnering with colleagues to achieve shared goals.

Known for being a self-starter who takes ownership of their work and division priorities, the ideal candidate will advance key initiatives by drawing upon their experience, knowledge, and sound judgment. The selected individual will possess excellent written and verbal communication skills to prepare reports, deliver presentations, and engage effectively with others.

The ideal candidate will bring demonstrated experience in the following areas:

- Successfully preparing the ACFR and completing multiple ACFR reporting cycles.
- Working directly with external auditors and understanding the discipline, coordination, and attention to detail required to meet reporting deadlines and professional standards.
- Preparing and reviewing state-mandated reports and other regulatory filings.
- Leading and developing staff while maintaining high levels of customer service for internal departments and external customers.
- Managing core accounting functions, including general ledger accounting, accounts payable, financial reporting, and audit coordination.
- Managing investable resources and preparing periodic investment reports for management and City Council.
- Modernizing and streamlining processes, policies, and systems to improve efficiency, strengthen internal controls, and enhance service delivery.
- Leading and managing change by assessing organizational readiness, building buy-in, developing succession planning and helping employees recognize the benefits of change.

While technical competence is foundational to success in this role, so are strong leadership skills. The successful candidate will model the behavior expected in others and build trust and credibility with employees and peers alike.

This engaged, fair, and approachable leader will set clear expectations, foster collaboration, establish a shared vision, and support employee development. They will create an environment where employees feel valued, included, and able to perform at their best. The ideal candidate will embrace and leverage the diverse backgrounds, experience levels, work styles, personalities, and professional goals of their employees to build a high-performing team. Attributes of the successful candidate also include:

- Staying abreast of emerging trends, best practices, and innovations in governmental accounting and financial reporting.
- Exhibiting attention to detail and a commitment to accuracy and accountability.
- Demonstrating strong project and personnel management skills, effectively leading teams, finding solutions, and managing competing priorities.
- Building and maintaining productive working relationships across departments.

Key Priorities and Opportunities for the incoming Accounting Manager

- Quickly step into the ACFR cycle and support its successful delivery by December 2026.
- Prepare for and begin the Single Audit process due in March 2027.
- Continue advancing the Strategic Workplan goal related to ACFR automation, including evaluating existing system modules or other tools that may streamline the process.
- Support the Strategic Workplan goal of expanded ACH use.
- Learn and fully utilize the City's ERP system (Oracle Fusion Cloud) and potential for system enhancements in the future.
- Build credibility with staff, strengthen team dynamics, and encourage ideas for continuous improvement.

EXPERIENCE AND EDUCATION

Highly qualified candidates will have five years of increasingly responsible experience in public sector accounting and/or administrative analytical work including three years of experience in a lead or supervisory capacity and a Bachelor's degree in public or business administration, finance, accounting, or related field. A Master's degree in the same, CPA license, and/or experience with Oracle Fusion Cloud is desired but not required.

COMPENSATION & BENEFITS

The salary range is $174,481 - $218,102; placement within the range will be DOQE. A compensation study is underway and may result in an increase to the current salary range. The City offers the following excellent benefits:

Work Schedule: Flexible schedule options as operations permit, including an optional 9/80 schedule with alternating Fridays off and potential for a teleworking schedule of up to two days per week, available no sooner than after the first 90 days.

CalPERS Defined Benefit Pension:

Classic Tier 1 members 2.7% @ 55 (employees hired by Sunnyvale before 12/23/12) – Tier 1 classic employees contribute 4% of the 8% employee contribution from pay on a pre-tax basis pursuant to 414(h)(2).

Classic Tier 2 members 2% @ 60 for employees hired by Sunnyvale on or after 12/23/12 – Tier 2 classic employees contribute 3% of the 7% employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). For Classic members, the City pays the remaining 4% employee contribution and reports the value to CalPERS as additional compensation.

PEPRA members 2% @ 62 – Employees pay 50% of the normal cost, up to the annual PERS-able salary limit. The FY 26/27 contribution is 7.5% up to $191,679 of salary.

The City does not participate in Social Security; however, it does participate in Medicare, and the employee portion is 1.45%.

Deferred Compensation: The City contributes 2% of base salary to either a 457 or a 401(a) plan, subject to plan contribution limits.

Health Insurance:

- Medical Benefits – CalPERS Health Plans with 100% of the premium for employees and eligible dependents paid by the City.
- Retiree Medical Insurance – Vesting schedule that increases after 5 years of service with the City.
- Dental & Vision – PPO or DMO with 100% of the premium for the employee and eligible dependents paid by the City.

Life Insurance / AD&D: Basic life/ AD&D insurance equal to base annual salary up to a maximum of $175,000. Employees have the option to purchase supplemental life/AD&D insurance for up to $250,000.

LTD: Long-term disability coverage of 67% of monthly salary to a cap of $11,000.

Paid Time Off (PTO): Starts at 21 days.

Management Leave: 60 hours of Management Leave are granted each payroll calendar year for any leave purpose (pro-rated for new hires).

Holidays: 11 paid holidays per calendar year + 30 hours of floating holiday leave (pro-rated for new hires).

APPLICATION & SELECTION PROCESS

Applicants must apply for this position directly with the City of Sunnyvale. The closing date for this recruitment is **Sunday, September 13, 2026**. To be considered for this opportunity, please visit the City of Sunnyvale's Human Resources Department website by clicking on the link below to submit an application and attach your cover letter. https://www.governmentjobs.com/careers/sunnyvale/jobs/5436131/accounting-division-manager

TB&co.

Jennifer Curtis • 661.510.0076
Teri Black • 424.285.1548

TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the IN PERSON oral examination process currently scheduled for Wed, Sept. 30, 2026.

Candidates who receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in an in-person selection interview with the department tentatively scheduled for the week of October 5, 2026.

Sunnyvale