

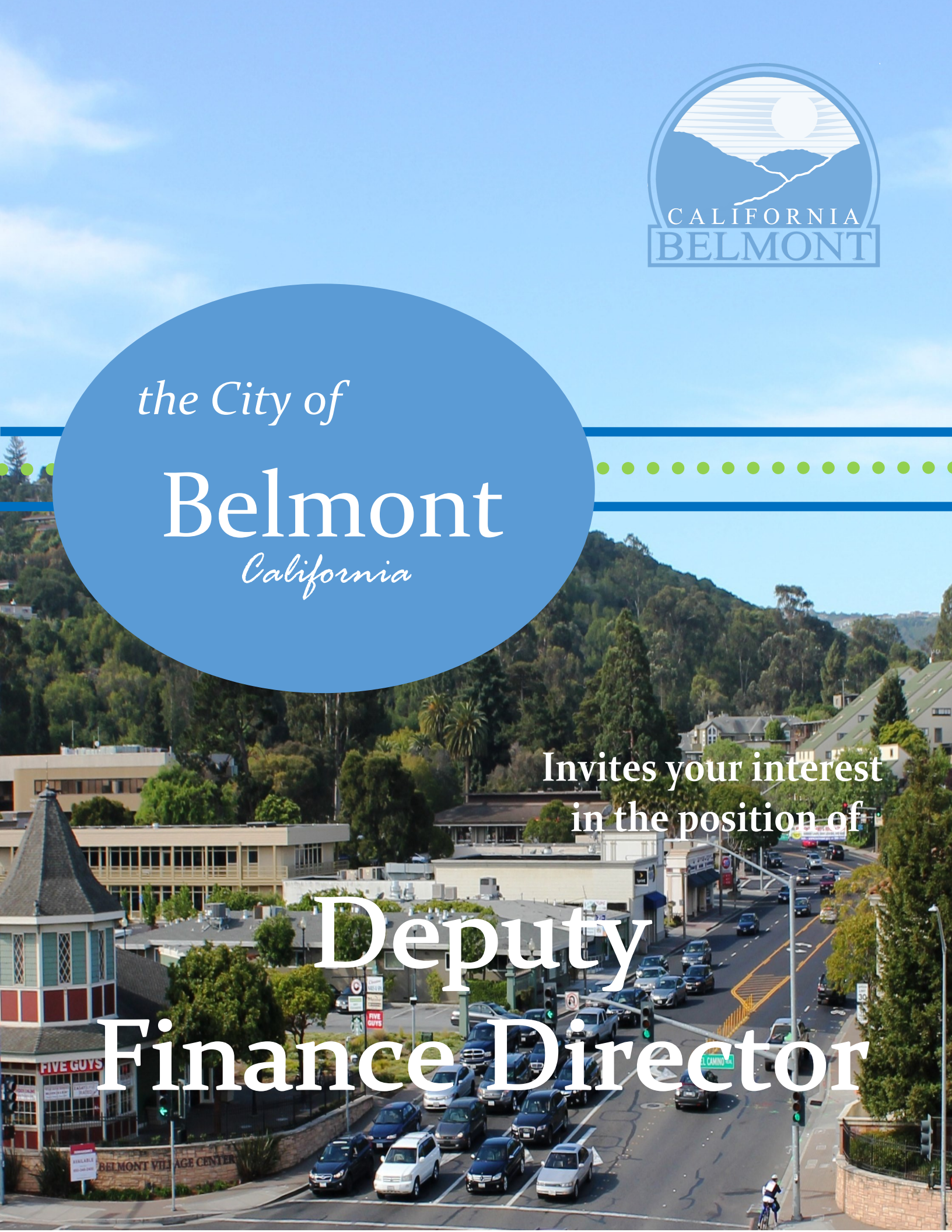


*the City of*

**Belmont**  
*California*

Invites your interest  
in the position of

**Deputy  
Finance Director**



## The City of Belmont

Belmont is a general law city with a full time staff of approximately 136. Coterminous with most of the City, the Belmont Fire Protection District provides fire protection and is a dependent district of the City with a staff of approximately 24.

The five-member City Council/District Board of Directors appoints the City Manager and the City Attorney; the City Clerk and City Treasurer are elected.

The departments include City Attorney, City Manager, Community Development, Finance, Fire, Human Resources, Information Technology, Parks and Recreation, Police, and Public Works. Fire services are provided in partnership with the cities of San Mateo and Foster City and a Joint Powers Authority has been established for the future provision of fire services.

Water is provided to Belmont by the Mid-Peninsula Water District.

The Belmont Library is operated by the County of San Mateo in a City-owned facility.



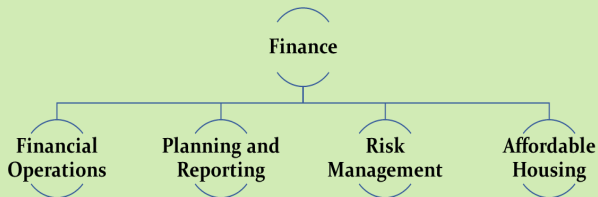
## The Community

The Community, known for its wooded hills, views of the San Francisco Bay and vast stretches of open space, is conveniently located midway between San Francisco and San Jose. Incorporated in 1926, Belmont has a population of approximately 27,388 and is a lovely, bucolic suburban community spanning approximately 4 square miles. Nestled in the midst of Silicon Valley, Belmont is the home to notable high tech firms such as Oracle, VW Group, Ring Central, Nikon Precision and many others. The residents take pride in maintaining the unique character of their city. Belmont is a well-balanced community offering housing, recreation and parks, retail and service businesses, a quality education system, featuring the only fully accredited university in the County, with easy access to public transportation.

## Why Join Belmont?

- *Work in a beautiful, Mid-Peninsula location, amidst the San Francisco Bay and Silicon Valley.*
- *Be a decision-maker in a well-managed organization that values integrity and honesty.*
- *Build upon a history of financial stability and best practices.*
- *Make a difference and lead your team to new heights.*
- *Be part of Belmont's economic growth and development!*

## Department Structure



## The Position

Reporting to the Finance Director, the Deputy Finance Director is a member of the second-in-command management team and will supervise a team of four (4) full-time personnel, with a budget of approximately \$21 million for fiscal year 2018/2019. A complete job description can be found at [www.belmont.gov/HR](http://www.belmont.gov/HR).

## The Ideal Candidate

The City of Belmont seeks a friendly, professionally-licensed CPA to fill the position of Deputy Finance Director. The ideal candidate will be an engaged, personable and caring person with notable professional skills, the ability to exercise good judgment, think practically and work efficiently.

Examples of Duties include:

- Manages, supervises, coordinates and performs accounting functions, including: financial planning, day-to-day activities (payroll, purchasing, licensing, tax, accounts receivable, accounts payable, general ledger), financial reporting (grants, internal control, and annual audit).
- Oversees and assists with preparation of the audited financial statements and other external information required by statute, agreements and indentures, as well as internal financial reporting.
- Oversees and assists with the preparation of the annual operating and capital budgets including developing long range forecasts.
- Administers the operation of finance related computer systems applications, including the City's ERP.
- Prepares staff reports, presentations and participates in Council meetings as requested by the Department Head.
- Manages and supervises accounting staff, includes: developing work plans, and coordinating or providing necessary staff training.
- Serves as the Department Head in the absence of the Finance Director.

Minimum Qualifications include:

- Bachelor's degree from an accredited college or university with major course work in accounting, finance or related degree.
- Five to seven years of increasingly responsible experience in accounting and auditing with two years of supervisory responsibility.
- CPA (or equivalent) license required.

## Compensation and Benefits

The top step for the Deputy Finance Director is \$161,049 per annum, effective January 2018. The City offers an attractive benefit package which includes the following benefits:

### Retirement

Benefits are provided by the California Public Employees' Retirement System (CalPERS) offering 2% @ 55 for classic members and 2% @ 62 for new members per the Public Employees' Pension Reform Act of 2013.

### Deferred Compensation Program—457 Plan

The City contributes \$185 monthly to the employee's deferred compensation account. The employee is able to contribute additional monies via pre-tax payroll deduction.

### Health Insurance

The City contracts with CalPERS for health benefits, the program offers three HMO plans— Kaiser, Blue Shield and Blue Shield Net Value; and three PPO plans administered through Blue Cross. The City covers premiums up the current Kaiser Employee + 2 or more dependent rate—\$2,027.64 per month.

### Retirement Health Savings (RHS) Account

The City shall contribute monthly into an account with contributions based on years of service ranging from \$150 per month to \$300 per month for employees hired on or after January 1, 2013.

### Life /AD&D, SDI and Long Term Disability Insurance

The City provides Basic Life/AD&D \$75,000, State Disability Insurance (SDI) and long term disability policy. Additional life insurance available to purchase for employee and/or spouse.

### Dental Insurance

The City pays the full cost for the employee's participation in the Delta Dental Plan. Employees can enroll additional dependents at \$5.00 per individual and \$10.00 per family per month.

### Vision Reimbursement Plan

The City contributes to a vision care reimbursement program for the purpose of reimbursing vision expenses for employee and eligible dependents.

### Holidays/Sick Leave/Vacation Leave/Administrative Leave

Twelve paid holidays with two floating holidays after one year of service. Sick leave begins accruing at 8 hours per month. Vacation leave begins accruing at 6-2/3 hours per month, increasing after 5 years of service. 80 hours of administrative leave granted January 1st of each fiscal year.



## To Apply

Qualified candidates are invited to apply for this exceptional career opportunity by completing the online application and submitting a cover letter and resume to Cora Dino, Human Resources Director, at [cdino@belmont.gov](mailto:cdino@belmont.gov).

**The application period is expected to close on November 2, 2018.**

The most qualified candidates will be invited to participate in the interview process. Possession of minimum qualifications does not guarantee advancement in the selection processes.

If you have any questions, please do not hesitate to contact Cora Dino in Human Resources at (650) 637-2988.

### Equal Opportunity Employer

The City of Belmont is an equal opportunity employer. We will make every attempt to reasonably accommodate applicants with disabilities upon request.

For additional information please refer to [www.belmont.gov](http://www.belmont.gov)