



The Position

The Town of San Anselmo is seeking a knowledgeable and experienced Finance & Administrative Services Director. Under general direction of the Town Manager and policy direction of the Town Council, this position is the hands-on manager for the Finance & Administration Department with finance functions including financial reporting, annual independent audit, budget development, debt administration, GL accounting, and payroll. In addition, this position oversees risk management, revenue management and business licensing. Human Resource functions include employee relations, labor contract negotiations, employee recruitment, and employee classification and compensation programs. This position develops policies and procedures to achieve department goals, objectives and priorities and represents the department to elected officials, the Town Manager, outside agencies, organizations and the public. This position also serves as Finance Director for the Ross Valley Fire Department and is responsible for all finance related functions of that organization. This position will also represent the Town to the Bay Cities Joint Powers Insurance Agency.

Qualifications... The Ideal Candidate

The Finance & Administrative Services Director should have major course work in accounting and finance or business administration. A Bachelor's degree from an accredited college or university is required; a Master's degree is desirable. Six years of increasingly responsible public sector accounting and finance experience is required, including three years of administrative, management and supervisory experience. Experience in human resource management is highly desirable. A valid California driver's license is required.

The ideal candidate will demonstrate:

- An understanding of the operational characteristics, services, and activities of comprehensive finance and accounting and human resource programs.
- Excellent analytical, technical report writing and presentation skills.
- A good working knowledge of pertinent Federal, State, and local statutes, rules and regulations, including GAAP and GASB regulations.
- An open, inclusive, and flexible work style.
- Available as needed for evening and weekend meetings.
- Good judgment, leadership and creativity in responding to changing situations and needs of a small community.
- Language skills necessary to effectively communicate technical information to a wide audience.
- A good working knowledge of current office practices and technology, including strong computer skills.

Compensation and Benefits

Monthly salary range for this 40 hour per week position is \$11,441-\$14,047, plus an additional 7% for responsibilities related to the Ross Valley Fire Department effective on July 1, 2021. The salary will increase by another 1% as of January 1, 2022. A comprehensive benefits package is offered including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the management unit.

About the San Anselmo Area

San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is known for its many shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

How to Apply

APPLICATION DEADLINE: Open until filled -- Candidates applying by Monday June 21, 2021, at 3 pm will receive first consideration.

Please submit a **letter of interest**, completed Town **application**, and your **resume** to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

Or email to hr@townofsananselmo.org

Employment applications are available online at

<https://www.townofsananselmo.org/129/Employment-Opportunities>

The Town of San Anselmo supports work place diversity and is an equal opportunity employer.