



THE CITY OF CAMPBELL



Invites your interest for the position of

FINANCE DIRECTOR

THE COMMUNITY

With its wonderfully mild climate, excellent schools, and small-town atmosphere, Campbell remains one of the hidden jewels of the Bay Area. Centrally located in the Santa Clara Valley, 50 miles south of San Francisco and bordered by San Jose, Los Gatos, and Saratoga, Campbell is a charming community that offers its residents an unparalleled quality of life. Rich in history, the heart of the City is located on the original 160 – acre ranch property purchased by Benjamin Campbell, a true pioneer and the City's founder. In the early years, the convenience of rail transport brought major canneries and fruit drying ventures to Campbell and its abundant orchards. The buildings of the Hyde Cannery as well as the Ainsley House remain today as a testament of the community's success and wealth accumulated from the fruit industry. Other historic buildings, including the 1911 bank building, remain in Campbell's historic and vibrant downtown core. Since incorporation in 1952, Campbell has grown from a small agricultural community with a population of approximately 5,000 to a progressive and actively engaged community with a population of over 42,500 within 6.35 square miles. Although part of a major metropolitan area, Campbell has worked to retain a small town feeling and offer personal attention to its residents. The city has ongoing efforts to strengthen neighborhoods, invest in its youth, and ensure a safe community for all. An abundance of community events and recreational opportunities, as well as outstanding shopping, fine restaurants, and beautiful parks are enjoyed by residents and visitors alike. Education has always been one of the highest priorities within the Campbell community. Today, three school districts serve 20,000 students in the Campbell area. Campbell students consistently earn honors at competitive events and repeatedly score above average on state and local tests. Schools in Campbell are also among the safest in the County and the state. In addition to the excitement of being in the center of the high tech world, the area provides easy access to the city life of San Francisco and San Jose, as well as the beautiful California coastline, extensive open space and recreational opportunities, and getaways to the Napa wine country, Monterey Peninsula, or Sierra Mountains. To learn more about the City of Campbell, please visit the City's website at www.ci.campbell.ca.us.

THE DEPARTMENT

The Finance Department is responsible for preserving and promoting the City's fiscal health and effectively managing the fiscal affairs of the City, consistent with laws and industry standards, and established financial policies of the City Council. The Finance Department has a fiscal year 18/19 budget of \$1.6 million. The department has approximately 8 staff members.

The Director is responsible for maintaining an effective accounting system providing for management information of all assets, liabilities, revenues, expenditures, projects, transfers, and fund balances; administering the City's Business License Program; preparing the City's Comprehensive Annual Financial Report; preparing State compliance reports within required time frames; coordinating development of the City's annual budget; serving as a member of Capital Improvement Plan (CIP) Committee and assisting with the development of the five-year plan; annually evaluating and updating the City's Investment Strategy and Policy; serving on the City's Finance Committee and making recommendations related to banking and investment practices; administering the special tax revenues and necessary reporting requirements related to the district including annual reporting; effectively managing the City's general liability and property risk programs; and administering General Liability and Property insurance programs. Some of the major work plan items for Fiscal Year 18/19 are: Complete the cost allocation plan and user fee update; research and analyze feasibility of utilizing a payroll processing service; and coordinate a Citywide capital asset physical inventory.



THE POSITION

The Finance Director is a department head level position reporting directly to the City Manager and is responsible for planning, organizing, supervising and directing the financial activities of the City including accounting, cash management, bond sales and related matters, investments and risk management; supervises, organizes and leads the preparation of the operating budget for the City and prepares annual revenue estimates; directs the preparation of accounting reports required by law and prepares various financial reports; formulates departmental policy and develops related goals and objectives; analyzes fiscal transactions to assure conformity and compliance with accepted accounting procedures, City procedures and methods, and Municipal, State and Federal regulations; directs and coordinates the processing of City accounting procedures; maintains, analyzes and reconciles all subsidiary and general ledger accounts; directs and reviews financial record keeping activities such as purchasing, fixed assets, and accounts payable; researches, compiles and prepares financial statements and supporting schedules; works with other City staff on accounting and analytical related issues and problems; reviews, evaluates and recommends policies to improve the City's administrative and financial internal control systems and procedures; serves as risk manager for the City, authorizes settlements of claims within prescribed limits, and coordinates the reporting of claims resulting from a declared emergency.

THE IDEAL CANDIDATE

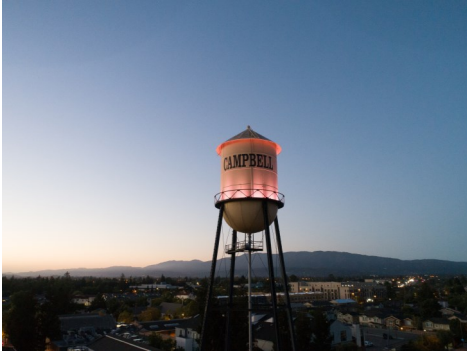
The preferred candidate will be an effective leader, highly engaged with their team, able to motivate staff and enhance employee morale. A transparent and open team player is sought to join this high performing department of professionals. He or she should be skilled in analysis and structuring budget presentations. The ideal candidate will have a positive “can do” approach and a commitment to high quality, timely, and an accurate work product.

At a minimum, candidates should have graduated from college with a degree in Accounting, Finance, Business Administration or closely related field and have five years of increasingly responsible ex-

perience in municipal accounting and budgeting, two years of which shall have been at a supervisory level. An advanced degree in a related field or a CPA Certificate is desirable.



COMPENSATION & BENEFITS



Salary – The salary for Finance Director is dependent upon qualifications with a range of \$12,844.00 - \$16,800.16 per month.

The City offers an attractive benefits package including:

Retirement – CalPERS (formula is dependent on hire date and member status in CalPERS)

Voluntary Employee Benefit Association (VEBA) - \$63.08 per pay period.

Health Insurance – The City contracts through CalPERS with six plans available. The City contributes \$1,360 per month.

Dental Insurance – The City pays the monthly premium for employees and their eligible dependents through Delta Dental.

Vision Insurance – The City pays the monthly premium for employees and their eligible dependents through VSP.

Life Insurance – \$50,000 + \$50,000 AD&D.

Holidays – The City observes 9.5 holidays in addition to 5 floating holidays per year.

Administrative Leave – 80 hours annually.

Sick Leave – Accrued at an unlimited rate of 3.69 hours per pay period.

Vacation Leave – Accruals are based on length of service. Start of year one through completion of year four accrues 11 days per year.

Tuition Reimbursement – \$3,000 per Fiscal Year.

The City also offers a flexible spending plan, employee assistance program, long term disability, long term care and other voluntary insurances. The Finance Director also receives a monthly car and cell phone allowance.

Fitness Program Membership - Benefited employees receive a Fitness Program Membership which includes unlimited access to the weight room and group exercise classes.

APPLICATION & SELECTION PROCESS

This recruitment will close at 5:00 p.m. on Friday, March 1, 2019. To be considered for this outstanding opportunity, please complete a City of Campbell application on www.calopps.org. or download a paper application at www.ci.campbell.ca.us. A completed employment application, cover letter and resume must be received by the Human Resources Department no later than 5:00 p.m. on the final filing date. Following the closing date, application materials will be screened and the most qualified candidates will be invited to continue in the interview process. Should you have any questions, please contact:

City of Campbell
Human Resources
70 N. First Street
Campbell, CA 95008
408-866-2122
hr@cityofcampbell.com

Information contained in this announcement is subject to change and does not constitute an expressed or implied contract. The Human Resources Office will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Office of such special needs at the time of application. The City of Campbell is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, color, religion, sex, national origin, disability, age, sexual orientation, marital status, or medical condition.

