

The City of Saratoga is recruiting for the position of

Finance Manager

(FLSA Exempt)

\$124,153 to \$150,883 effective July 1, 2018



Tucked away in the foothills of the Santa Cruz Mountains of California, Saratoga is an attractive residential community with a population of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village", has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. The City of Saratoga was incorporated in 1956 and established as a neighborhood-style city adjacent to Los Gatos, Campbell, Cupertino and San Jose, California.

The City operates under a Council/Manager form of government with limited services and a minimal staff size of 56 FTEs. Many services, such as Legal, Public Safety, Fire, and Library are provided on contract or by the County. City Departments, in addition to Finance & Administrative Services, include the City Manager's Department, Community Development, Public Works, and Recreation and Facilities.

The ideal candidate will have a breadth and depth of experience suited to a small city, with a results-oriented, collaborative management style. The ability to develop strong working relationships and assist other departments achieve their business goals is essential. The successful candidate should excel at recognizing process improvement opportunities, possess outstanding oral and written communication skills, exhibit a balance of technical and managerial acumen, and demonstrate the ability to function as an assistant director.

THE PROCESS

The position is open until filled.

Using "Finance Manager Application" in the subject line, please email the following **required** documents in PDF format to hr@saratoga.ca.us:

1. Cover Letter
2. Resume
3. Answers to Supplemental Questionnaire (see last section of this announcement)

THE POSITION

Under general direction of the Finance & Administrative Services Director, the Finance Manager performs advanced level professional accounting and financial management duties and oversees the day-to-day operations of the Financial Services Division, including supervision of professional and paraprofessional accounting staff.

This position will assist the Finance & Administrative Services Director as needed, including the preparation of financial statements and analysis, written documentation, reports, and correspondence, preparing and participating in presentations, and policy and procedural development and implementation.

TYPICAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Oversee, coordinate, and carry out operational activities of the Financial Services Division, including general accounting, payroll administration, accounts payable, accounts receivable, cash management, purchasing, business licensing, financial reporting, auditing, budgeting, fixed asset inventory, and treasury functions;
- Perform a variety of complex accounting and budget related duties and analysis; and ensure proper program administration and resolution;
- Monitor, interpret, and implement GAAP, GASB, and other accounting standards, policies and procedures using discretion and judgment;
- Establish and maintain effective working relationships with all staff;

- Manage, direct, prioritize, and coordinate the work of professional-level and paraprofessional-level accounting staff, demonstrating continuous effort to oversee and improve operations, streamline work processes, and work cooperatively with City staff to provide quality seamless customer service;
- Train, supervise, motivate, and evaluate assigned staff, and recommend personnel actions as necessary, including performance improvement plans, cross-training, and discipline;
- Develop systems and maintain records that provide for the proper evaluation, control and documentation of assigned activities; prepare and direct the preparation of a variety of written correspondence, reports, procedures, directives and other materials;
- Exercise significant judgment and discretion in interpreting and applying rules, guidelines, and financial policy;
- Communicate clearly and concisely, both verbally and in written documents;
- Use in-depth accounting knowledge and independent judgment to coordinate the City's annual financial and compliance audits, including preparation and analysis of complex financial reports and the Comprehensive Annual Financial Report (CAFR);
- Assist with the preparation and implementation of the annual Operating and Capital Improvement Plan budgets;
- Oversee and maintain the integrity of the City's budget and accounting financial systems, and advise City staff on budget and accounting policies and technical procedures;
- Answer inquiries and perform calculations and analysis on confidential employment matters, including collective bargaining agreement proposal cost calculations as requested by the City negotiators;
- Answer inquiries and resolve complaints from employees and the public, using discretion and judgment;
- Oversee, coordinate, and prepare accounting, budgeting, finance, audit, and related documents, using discretion and judgment;
- Perform related duties as assigned.

QUALIFICATIONS & EXPERIENCE

A bachelor's degree in business administration with major course work in accounting, finance, or a related field.

This position requires a minimum of five (5) years of professional-level experience specifically **in governmental accounting and financial systems**, including a minimum of two (2) years in a supervisory capacity.

Public sector auditing experience or CPA certification is desirable but not required.

A valid Class C California Driver's license.

COMPENSATION AND BENEFITS

The City of Saratoga provides an excellent compensation and benefits package. The salary for this position will be based on qualifications and experience of the selected candidate.

The attractive benefits package includes the following:

- **CalPERS Retirement Plan:** 2% at age 60 formula for "Classic Members"; 2% at age 62 formula for "New Members."
- **CalPERS Health Insurance:** Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the monthly plan premium coverage as follows: \$816 for employee-only; \$1,632 for employee plus one dependent; and \$2,122 for employee plus two or more (family). The employee pays the amount of the monthly plan premium above the City contribution as a pre-tax payroll deduction.
- **Dental Insurance:** Comprehensive in- and out-of-network plan options available. The City contributes 100% of the dental premium.
- **Life Insurance:** City paid coverage life term policy at 2x the employee's annual salary, to a maximum of \$100,000.
- **Long Term Disability:** City paid coverage plan design of 66-2/3 of salary to a maximum of \$2,000 per month with an employee buy-up option to a maximum of \$8,200 per month.
- **Paid Time Off (PTO):** Accrued at a rate of 22 days per year in addition to 65 hours of administrative leave granted each fiscal year.
- **9/80 City Work Schedule:** Nine-hour days Monday-Thursday, eight-hour day one Friday, then off the next Friday.
- **Tuition Reimbursement:** Employees are eligible to receive up to \$2,500 per year in tuition reimbursement.

A summary of benefits may be obtained online at <http://www.saratoga.ca.us/177/Salary-Benefits>

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Requirements

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

Ability to remain seated at a computer workstation for extended periods; Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively; Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form; Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment; Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, climb (including ladders), walk on uneven surfaces, push, pull, carry or maneuver in whatever way may be necessary to successfully perform the duties of the position (up to 25 pounds); and to efficiently function in a general office environment.

Environmental Requirements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSWs, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

REQUIRED SUPPLEMENTAL QUESTIONS

Please respond briefly but adequately to fully address each of the following questions. You may draw on applicable experience through your work, education, or volunteering experience.

- 1) *Please describe your education, training, and experience as it relates to the following topics. In your response, please include your role:*
 - a. Budget preparation and monitoring.
 - b. Year-end closing of the City's financial records and preparation of a Comprehensive Annual Financial Report.
 - c. Implementation and assistance in developing financial policies and procedures.
 - d. Financial activities, including General Ledger, payroll, cash receipts, billing, accounts payable/accounts receivable, and purchasing.
 - e. Financial software modules, including any participation in implementing a system, internal controls, custom report development and start-ups.
 - f. Governmental, fund and financial accounting.
- 2) *Please provide an example of a project that you were involved with, which resulted in the streamlining of processes; or overall improvement to your department or work area. Include your experience in coordinating or working with others, conducting research and presenting materials.*
- 3) *What do you feel are the primary characteristics of a successful Finance Manager in the public sector? Discuss if these are characteristics you possess and how you apply them in the work environment.*

To learn more about the City of Saratoga, visit www.saratoga.ca.us