



City of Citrus Heights

FINANCE MANAGER

The Opportunity

The City of Citrus Heights is conducting a search for an experienced municipal financial leader to become Citrus Heights' next Finance Manager. This is an outstanding opportunity for a career professional to join a first-class city. The City of Citrus Heights is a well-resourced city, with a long history of stability.

The City of Citrus Heights is a General Law City with a council-manager form of government. The City Council has five members who are elected at-large to overlapping, four-year terms. The Council members themselves elect the Mayor and Vice Mayor for a term of one year. The Mayor and Council appoint the City Manager who is charged with implementing policy decisions made by the elected Council, which the City Manager accomplishes through delegation to appropriate departments. The City Manager is also responsible for the annual City budget of approximately \$60 million.

The Finance Division

Finance is a Division within the Administrative Services Department. The Finance Division is responsible for accurate and timely maintenance of all City financial records, collection and disbursement of funds, and the payroll process. The Finance Division oversees the annual audit and preparation of the Comprehensive Annual Financial Report (CAFR), and performs year-long monitoring and analysis of budget-to-actual activities for both operational and capital budgets.

In addition to the Finance Manager, the Finance Division consists of five staff members: Senior Accountant Auditor, Payroll Technician and three Financial Assistants II's.

The Position

Reporting to the Assistant City Manager or assigned supervisor, the Finance Manager is responsible for planning, organizing, directing and coordinating the City's finance and accounting activities including general ledger, accounts payable, accounts receivable, payroll, fixed assets, grants, financial reporting, auditing and purchasing activities and provide highly complex management assistance to executive staff.

Specific responsibilities include:

- Lead and develop the Finance Division staff members through coaching, mentoring, and continuing education.
- Direct, oversee and participate in the development of goals, objectives, policies, and priorities for the Finance Division. Participate in the development, administration, and oversight of division budgets.
- Manage the annual independent audit, working closely with the selected audit firm to facilitate the process.
- Participate in the selection, training, motivation, and evaluation of assigned personnel. Oversee or participate in the preparation of a variety of financial reports, including the State Controller's Report and the CAFR.

The Ideal Candidate

In addition to being ethical, well qualified, and experienced, the Finance Manager for the City of Citrus Heights must have certain traits that will be essential for success in the following:

- The knowledge of pertinent local, State and Federal laws ordinances, City functions, policies, rules and regulations.
- Demonstrates the ability to understand, interpret, and apply principles and practices of public finance administration including accounting, budgeting and auditing.
- The knowledge in automated financial and information systems.
- Analyze, understand, critically evaluate, and interpret technical financial data and complex financial and accounting records.
- Perform advanced analysis using complex spreadsheets.
- The ability to prepare and or oversee financial statements and reports, including the City's Comprehensive Annual Financial Report (CAFR) according to GAAP.
- Budgeting procedures and techniques of compliant payroll processing and administration.
- Financial reporting requirements.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- The ability to demonstrate the principles and practices of leadership, motivation, team building and conflict resolution.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- **Experience:** Five years of increasingly responsible professional level experience in auditing, governmental accounting or public finance related operations, including two years of supervisory responsibilities.
- **Education:** Equivalent to the completion of the Bachelor's degree with major course work in business administration, accounting, finance, public administration or a related field. A Master's degree in business administration, accounting, finance, public administration or a related field is highly desirable.
- **License or Certificate:** May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Compensation and Benefits

The annual salary range for the Finance Manager is \$103,856 - \$133,351. Placement within the approved salary range will be dependent upon career experience and qualifications. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

As a management employee, you will receive 80 hours of management leave annually, \$100,000 life insurance policy paid for by the City and a matching contribution by the City of up to 3% in a deferred compensation program.

Application Process

To be considered for this position, you must submit a completed, official City Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials. Candidates are encouraged to apply early for maximum consideration.

- **ON-LINE APPLICATION:** You may apply on-line by visiting www.CalOpps.org. A cover letter and resume may be included as part of the on-line Employment Application under the heading “Additional Experience.”
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting www.citrusheights.net and downloading the application materials or you may request the materials by calling the Human Resources line at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials and resume to: City of Citrus Heights/Human Resources, Attention: Finance Manager Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed or e-mailed materials will be accepted.**

Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City’s needs may be invited to participate in a first interview and potentially a second interview. The finalist(s) identified at the departmental interview will be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check and medical examination (including drug test) conducted by a City-appointed physician and if this is successfully completed, a final offer of employment may be made.

Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email hr@citrusheights.net. Contact Human Resources at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.