



City of Gonzales

Council Member Scott Funk, Council Member Lorraine Worthy, Council Member Maria Orozco

Mayor Jose L. Rios, Mayor Pro Tem Liz Silva, City Manager Carmen Gil

Small town, big heart! ~ ¡Pueblo chico, corazón grande!



FINANCE MANAGER

SUMMARY OF POSITION

The City of Gonzales is seeking to fill a Finance Manager position. The City currently employs 43 full-time employees and over 20 part-time positions in recreation and during summer programming. The Exempt Finance Manager reports to the City Manager and works collaboratively to provide oversight and leadership for all the finance functions of the City including payroll, budget preparation, monitoring and control, utility billing, accounts payable and receivables. The Finance Manager also provides direct supervision to the Senior Accounting Technician.

Examples of Duties

- Responsible for budget preparation, monitoring and control to ensure that programs are conducted within allocated funds; develops timely reports to ensure that directors are aware of budgets, expenditures and revenues and program fiscal performance; prepares periodic financial reports. Works with City Manager to prepare yearly budget forecast and presentations to City Council.
- Develops, implements, monitors and continually evaluates, departmental fiscal systems, financial controls and accounting operations including cost accounting, budgeting, program billings, contractor payments, financial reporting and internal auditing to insure proper controls, compliance with generally accepted accounting principles, local, state and federal policies, guidelines and requirements; assures the timely and accurate fiscal year end closure of department budgets and accounting activities.
- Plans, develops, coordinates, implements and evaluates fiscal management policies, goals, objectives, procedures and standards.
- Assures that all fiscal program adheres to standards to meet State and Federal Audit requirements; prepares complex responses to State and federal audit requirements and prepares materials for appeals as appropriate; provides coordination and follow-up to external auditors engaged by the City to perform fiscal and compliance audits.
- Reconciles general ledger and subsidiary ledgers; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Analyzes and reconciles expenditure and revenue accounts.

- Oversee reconciliations of bank statements, trustee statements, and investment accounts to the general ledger on a monthly basis.
- Records and maintains appropriate controls for equipment purchases; assists with the City's purchase orders and accounts payable system, auditing, and financial analysis, grant accounting, and special reports.
- Selects, trains, assigns, and evaluates the work performance of subordinate staff.
- Establishes and maintains positive working relationships with City leadership, directors and staff, as well as outside agencies, vendors and external auditors.
- Responsible for the annual financial audits.
- Preparation of State Controllers' Reports on an annual basis.
- Ensure timely payment of all debt service payments.
- Oversee and ensure accurate and timely processing of payroll in compliance with federal and state labor laws.
- Maintain compliance with CalPERS, FLSA, wage and hour laws, and labor agreements.
- Oversee administration of employee benefits programs including health, dental, vision, life insurance, disability, retirement, deferred compensation, and leave programs.

THE SUCCESSFUL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

Thorough Knowledge of:

- Principles and methods of public finance administration, particularly in the areas of accounting operations, budgeting preparation and management; fiscal control auditing, cost accounting, financial reporting, forecasting, financial analysis, internal financial and operations auditing.
- Principles and methods of supervision and management including analysis, and organization; selection and evaluation of employees.
- Accounting and auditing principles and practices used in public finance, including third-party reimbursement principles, policies and procedures.
- Payroll processing systems and compliance with Federal and State labor law requirements.

Working Knowledge of:

- Principles and practices of internal auditing and operations auditing.
- Computerized data processing as it relates to accounting operations and management information systems.
- Operating principles and capabilities of personal computers and mainframe computer systems.
- Word, Excel, Access, and other common PC office applications.

Skill and Ability to:

- Plan, organize, direct and coordinate the fiscal and accounting operations of a municipality with a complex budget.
- Properly interpret and make complex financial recommendations in accordance with appropriate laws, regulations and policies.
- Develop, implement and administer programs that maximize revenue and reimbursement from all sources and administer automated data gathering, processing and reporting systems.
- Analyze complex financial problems and develop effective policies, procedures and fiscal controls.
- Prepare, review and interpret complex financial reports, summaries and data.
- Read, interpret and apply complex laws, rules, and regulations.
- Develop and achieve department and program goals.
- Communicate effectively both verbally and in writing.
- Use a PC, telephone and calculators.
- Establish and maintain effective working relationships and provide excellent and courteous customer service.

Desirable Qualifications:

- Ability to speak, read, and write effectively in English
- Some knowledge of HR principles and practices

Examples of Experience/Education/Training

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment is qualifying. An example of a way these requirements might be acquired is:

Education:

- Equivalent to completion of a bachelor's degree in Public or Business administration, Economics, Accounting, Finance or a related field with course work in accounting, finance and business administration.

Experience:

- Five years of increasingly responsible experience performing a wide variety of duties related to fiscal resource management, including at least two years of significant administrative experience in public finance and accounting.

Additional Information

CONDITIONS OF EMPLOYMENT:

The required conditions of employment include, but are not limited to the following:

- Successfully complete a background check to include fingerprinting.
- Possess and maintain a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and speech is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. May be required to work an occasional evening and/or weekend. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public

SALARY AND BENEFITS

- SALARY RANGE:** Salary \$7,500 - \$10,206/month
- HEALTH INSURANCE:** The City contributes significantly towards an employee's medical, dental and vision insurance coverage and contributes toward dependent coverage.
- RETIREMENT:** *Miscellaneous (non-safety)-Classic* employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.
- Miscellaneous (non-safety)-PEPRA* employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.
- HOLIDAY LEAVE:** Thirteen (13) days per year.
- VACATION LEAVE:** Vacation Leave is accrued as follows:
1. Six and two-thirds (6 2/3) hours per month for less than three (3) years of service.
 2. Ten (10) hours per month for three (3) to ten (10) years of service.
 3. Eleven and two-thirds (11 2/3) hours per month for ten (10) to fifteen (15) years of service.
 4. Thirteen and one-third (13 1/3) hours per month for fifteen (15) or more years of service.
- SICK LEAVE:** Eight (8) hours per month.
- LIFE INSURANCE:** The City pays 100% of the current Life Insurance Policy.
- LONG TERM DISABILITY:** The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

APPLICATION/SELECTION PROCEDURE AND DEADLINE

All applicants must complete and file a City of Gonzales application form, plus submit with the application their responses to the supplemental questionnaire. A resume may be submitted with the application but cannot take the place of the application. Deadline is open till filled. Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA or emailed to cfirme@ci.gonzales.ca.us. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

The City of Gonzales is an Equal Opportunity Employer.



City of Gonzales

www.gonzalesca.gov

OFFICE USE ONLY
DATE RECEIVED

P.O. Box 647 * 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000 ☎ (831) 675-2644

EMPLOYMENT APPLICATION

Please print in ink

Date	Social Security Number	Home Phone # () ()	Cell Phone # () ()
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING

Language(s) Written	Other Skills or Special Training You Have or Machines You Operate
Language(s) Read	
Words Per Minute	Computer Programs

EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade	Are You Attending School Now? Yes__ No__ Where? _____ What Hours? _____ Course of Study? _____ Do You Plan Further Educational Study? Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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*The City is an
affirmative action/equal
opportunity employer*

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

Applicant's Signature