



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

P.O. Box 647
 147 4th St, Gonzales, CA 93926
 Phone: (831) 675 - 5000 | Fax: (831) 675-2644
 www.gonzalesca.gov



EMPLOYMENT APPLICATION

The City of Gonzales is an affirmative action / equal opportunity employer providing equal employment opportunity to all regardless of race, color, religion, sex, pregnancy, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or other non merit factors.

Instructions: The application form must be completed in sufficient detail to allow a comprehensive review and evaluation. An application completed in insufficient detail, without the supplemental questionnaire (if applicable) will constitute a failure of the initial step of the process and the application will be rejected. It is your responsibility to notify the Human Resources Department of any changes of address or phone number.

Date _____	Position applying for: _____
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Name (Last, First, Middle) _____

Address _____	City _____	State _____	Zip _____
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Mailing Address (if different from above) _____	City _____	State _____	Zip _____
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Phone Number _____	Email _____
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Do you have a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____	Do you have the legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No
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List languages you know other than English: 1. _____ 2. _____ <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write	Have you ever worked for the City of Gonzales? <input type="checkbox"/> Yes <input type="checkbox"/> No From: _____ To: _____
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Do you have any relative(s) currently employed by the City of Gonzales? Yes No

Name _____ Relationship _____

EDUCATION

Name of School	Degree / Diploma Received?	Units Completed	Major / Minor
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College / University	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College / University	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College / University	<input type="checkbox"/> Yes <input type="checkbox"/> No		

CERTIFICATES AND LICENSES

(You may omit associations which indicate race, religious creed, color, national origin, ancestry, sex, age)

Name	Date Issued	License Number	Expiration Date	Issuing Agency

WORK EXPERIENCE

List your work experience for the last 10 years, beginning with your current or most recent. List full and part-time jobs, volunteer, including self-employment and unemployment. Please do not exclude any breaches of work history. You may use additional sheets to complete your work history.

Name & address of current/most recent employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail:			
Name & address of employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail:			
Name & address of employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail:			

REFERENCES

Name	Email	Phone Number	<input type="checkbox"/> Professional <input type="checkbox"/> Personal
Name	Email	Phone Number	<input type="checkbox"/> Professional <input type="checkbox"/> Personal
Name	Email	Phone Number	<input type="checkbox"/> Professional <input type="checkbox"/> Personal

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

Date