FINANCE DIRECTOR / TREASURER
CITY OF FOWLER, CALIFORNIA

Salary: $7,878 - $9,575 mo. Excellent benefits package.

The City of Fowler is recruiting for a Finance Director. Under direction of the City Manager, to plan, organize, direct, and manage the City finance, accounting, purchasing, treasury investments and budget preparation; to assist the City Manager by developing and administering management information systems; to provide advice and consultation on fiscal issues to the City Manager and City Council; to supervise, train, and evaluate the work of staff assigned to the Finance Department; and to do related work as required. FLSA Status: Exempt.

Minimum qualifications include, but are not limited to: Principles, methods, and practices of accounting, auditing, and financial record keeping; budget development, administration, and expenditure control; purchasing methods, policies, and procedures; and laws, rules, regulations, and policies affecting public agency finance and fiscal reporting. Graduation from an accredited college or university with a Bachelor's degree in accounting, business administration, public administration, or closely related field; Five (5) years of increasingly responsible professional experience in financial analysis and accounting work including two (2) years in a financial management or supervisory capacity. Possession of a valid California driver’s license. Please refer to the job description for complete listing of minimum qualifications located on the City’s website www.fowlercity.org.

A job offer will be conditional, qualifying candidates may be required to successfully complete a background and credit check.

Benefits:

Retirement: CalPERS: Classic 2.7% @ 55 / PEPRA 2% @ 62

- PPO coverage through Anthem Blue Cross. City pays for the employee and dependents with a small contribution from the employee.
- Dental and Vision: 100% coverage for employee through Assurant Dental and VSP Vision Plan. Dependent coverage available.
- Life/AD&D Insurance: City paid term life/AD&D insurance in the amount of $50,000.
- General Annual Leave (vacation, sick leave, holidays, & administrative leave)
- Deferred Compensation: Voluntary 457 Plan, employee assistance program
- The City participates in Social Security and Medicare programs.

The final filing date for this position is Friday, March 26, 2021 by 5:00 p.m.

Submit resume with a cover letter to wquan@ci.fowler.ca.us or to City of Fowler, 128 S 5th St, Fowler, CA 93625.
CITY OF FOWLER

FINANCE DIRECTOR

DEFINITION

Under direction of the City Manager, the Finance Director is head of the Finance Department. The Finance Director is to perform and/or supervise complex professional, supervisorial, administrative, and technical accounting and finance functions. The Finance Director plans, implements, directs, and administers the City’s financial activities including but not limited to general and subsidiary ledger accounting and reporting, internal auditing and preparation of periodic and annual financial reports; coordinates the annual independent audit; manages investments; prepares and monitors the annual budget; treasury functions; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS

The Finance Director, a single position class, directs the operations of the Finance Department. The incumbent exercises considerable judgement and discretion in the administration and direction of the department. The Finance Director is responsible for the financial planning, fund investment and revenue enhancement, accounting and auditing, data processing, business license and permits issuance, payroll, water utility billing and collection, purchasing and budget preparation and administration. This is an unclassified position in which the incumbent serves at the pleasure of the City Manager.

EXAMPLES OF DUTIES

Plans, organizes and directs the activities of the Finance Department such as:

- Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures.
- Plan, organize and direct the financial activities of the City including accounting, cash management, investments; revenue billing, tracking and collection; payroll; purchasing; bond and other debt issuances.
- Prepare the annual budget by coordinating the accumulation of information, preparing revenue, expenditure and other projections and compiling the proposed budget document; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.
- Develop and implement fiscal support systems and procedures to meet the City’s goals and objectives including, but not limited to budget monitoring, financial analysis and reporting, revenue and expenditure tracking and projecting; manage City idle cash; prepare financial reports and analyses as requested by the City manager.
- Evaluate, implement, and monitor computerized accounting and financial systems.
- Evaluate, develop, implement and monitor the City’s system of internal controls.
- Assure timely preparation and filing of financial reports mandated by law.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the department’s work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Modern principles and practices of public finance administration.
- Accounting and auditing principles, methods and procedures as applied to municipal and governmental financial transactions.
- State laws governing financial administration of the City government.
- State and federal legislation impacting City revenues and expenditures.
- Computer systems and data processing methods.
- Money market investment and banking.
- General Accepted Accounting Principles
- Governmental Accounting Standards Board
- Principles and practices of budget preparation and administration; revenue and expenditure projections; cost determination.

**Ability to:**

- Manage the City's finances and administer its fiscal policies.
- Estimate tax and other revenues with reasonable accuracy.
- Plan, assign and direct the work management of professional and clerical staff.
- Establish and maintain effective and harmonious working relationships with staff, city officials and the public.
- Prepare concise and meaningful financial and statistical reports and make recommendations.
- Effectively communicate, verbally and in writing.
- Analyze data and formulate recommendations.
- Present complex information in understandable terms.
- Plan, direct and control the administration and operations of the finance department.
- Develop, revise, install, and maintain accounting systems, procedures, and controls.
- Interpret financial transactions and their underlying documents and principles.
- Develop and implement department policies and procedures.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Effectively present and articulate the City budget to City officials, staff and the public.
Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Perform City Treasury functions and ensure that investments and cash handling operate timely, safely and securely.

Ensure compliance with purchasing policies and procedures, fixed asset accounting policies, and applicable Federal, State and local laws, ordinances and regulations.

Direct preparation of data for labor contract negotiations.

Attend City Council meetings and other meetings as directed.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with department heads, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university with major course work in Accounting and Business Administration or Public Administration or a closely related field and five years in professional supervisory and administrative experience in the public or private finance administration working with local government audits.

LICENSES/CERTIFICATES

Possession of a valid and appropriate operator’s license from the California Department of Motor Vehicles.

WILLINGNESS TO:

Work flexible hours resulting in a work day of longer than eight hours.

Attend meetings and workshops during and after work hours.

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