



FINANCE DIRECTOR & TREASURER

Application Period: Open Until Filled
Submit by March 19, 2025 for priority consideration

Please send a completed employment application, including three professional references, resume, and letter of interest describing how you meet the qualifications outlined in this posting to avasquez@ci.fowler.ca.us. References will not be contacted until mutual interest is established.

THE POSITION

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This position provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities.

Typical duties may consist of:

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; plans, organizes, manages, and provides operational and administrative direction and oversight for all functions and activities of Finance Department programs, services and activities, including municipal financial administration, finance, treasury, accounting, purchasing, billing, budgeting, investments, business licensing, financial transaction processing, recordkeeping and reporting, payroll, accounts payable, accounts receivable, grants compliance management and related functions.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award;

coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.

- Prepares for and responds to governmental audits.
- Develops the City's annual operating and capital projects budgets; collaborates with and receives input from various departments for preparing budgets; manages numerous revenue funds and expenditure accounts.
- Develops and prepares the City's overall financial management strategy for review by the City Manager and City Council; prepares quarterly financial statements for ongoing oversight and review by the City Manager and City Council.
- Manages the City's investment portfolio in a prudent manner while ensuring appropriate financial returns to support City programs.
- Manages the City's key revenue programs including business license taxes, developer impact and processing fees, and state, federal, and county grants and subventions.
- Directs and oversees the completion and submission of mandated financial or grant program reports, and the City's Comprehensive Annual Financial Report (CAFR) in an accurate and timely manner.
- Oversees upgrades to the City's financial management system to streamline accounting, budgeting, and payroll operations.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
- Local government finance and accounting, debt administration and financing techniques, auditing principles, and cost accounting methods.
- Governmental accounting standards, municipal codes, policies, and procedures, and established practices.
- Bond funding; local government investment practices; and investment opportunities.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional, technical and administrative support personnel; delegate authority and responsibility, as appropriate.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Negotiate contracts.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education:

Possession of a bachelor's degree from an accredited college or university with major coursework in finance, economics, accounting, public or business administration, or a related field.

Experience:

Five (5) years of increasingly responsible managerial or administrative government experience in finance, accounting, budgeting, or a related field, including three (3) years of management

experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

CERTIFICATIONS

Possession of a valid California Driver's License or equivalent is required at the time of appointment.

COMPENSATION AND BENEFITS

The salary range for this classification is under review. It is currently \$10,952 to \$13,313 per month.

The City of Fowler offers a comprehensive and competitive benefits package including:

- The City participates in CalPERS with a 2.7% @ 55 for classic members (City pays for employee's contribution for classic members). For those covered under PEPRRA, the retirement formula is 2% @ 62.
- \$500 per month automobile allowance.
- Health & Welfare: Anthem Blue Cross PPO. Dental coverage from Sun Life and vision coverage from VSP. The City offers an employee assistance program. American Fidelity offers provides various programs including AD&D, Life Insurance, and Health/Dependent Care reimbursement accounts. The current monthly employee pre-tax contributions are \$50 for employee-only, \$133.36 for employee+1, and \$226.92 for employee+family.
- 12 sick days per year.
- 20 days of vacation per year.
- 10 days of Administrative Leave per year.
- 15 paid holidays per year, including 1 personal holiday.
- The City offers an annual leave cash-out program.
- A voluntary 457 plan is available.
- The City participates in Social Security, Medicare, and California SDI.
- For more information, visit <https://fowlercivty.org/personnel/>