



Now accepting applications for

# FINANCE MANAGER

**\$104,004 - \$ 128,976 Annually**



## THE POSITION

Are you a professional in the field of Finance looking for a leadership and managerial role in an established public sector agency? Are you a self-starter who excels at working with others to provide excellent and strategic financial services? And are you excited to work with and support a stable team? If so, the City of Sausalito would welcome your application to be the next Finance Manager.

The City of Sausalito is seeking qualified candidates for the position of Finance Manager. This position is responsible for planning, organizing, managing, and supervising the daily activities and operations of the Finance Department: cash management, investments, revenue management, debt financing, financial analysis, internal and external audits, budgeting, business licensing, financial reporting, and grant reporting. In addition, this position provides professional and technical assistance to the Administrative Services Director and serves as the City Treasurer in the absence of the Administrative Services Director.

## THE IDEAL CANDIDATE WILL

- Be an experienced manager/supervisor of the daily operations of a municipal finance department, including but not limited to, general accounting, utility billing, accounts payable and receivable, revenue collections, payroll, audit review, debt financing, financial analysis, general ledger, budget, and financial reporting.
- Be a strong, highly credible, unifying leader with demonstrated abilities in facilitating and implementing a clear vision and strategy for an organization.
- Have demonstrated communication skills and a customer service focus and will build trust, inspire, and motivate others by example, promote teamwork, and unite a group with a shared sense of purpose.
- Have the demonstrated ability to work strategically and collaboratively with the team members to implement and manage initiatives, plans, policies, and priorities.
- Be a strategic thinker with demonstrated planning skills, strong interpersonal skills, and a collaborative and inclusive leadership style.
- Have demonstrated experience in development and implementation, updating of departmental policies, goals, and objectives.
- Be experienced in organizing complex projects with multiple tasks, deadlines and partners and delivering such projects on time.
- Be knowledgeable of the federal, state, and local challenges facing Cities and financial compliance.
- Have the ability to maintain cooperative working relationships with managers, employees, various public agencies, customers, vendors, other groups, intergovernmental, and regulatory agencies.
- Have demonstrated and excellent written and oral communication skills, with an ability to understand and speak to the concerns of others.



# THE CITY

Sausalito is a beautiful, San Francisco Bay front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year-round population. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty.

Sausalito is a General Law City incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services , through 75 FTE, including Administration, Finance, Police, Public Works, Parks and Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

## BENEFITS

**Retirement:** The City is a part of the CalPERS retirement plan and does not contribute to Social Security.

**Classic employees** – 2% @55 formula, highest 3-year average compensation

**PEPRA employees** – hired after 1/1/13 or Classic employee with 6-month break in service are eligible for a 2% @ 62 formula, highest 3 year average compensation

**Deferred Compensation:** The City offers an optional 457 plan. Employees who actively participate receive a contribution by the City of 1% of their base pay on a bi-weekly basis.

**Cafeteria Benefit Plan:** The City offers a healthy cafeteria benefit program including choices among plan options for: medical, dental, vision, life insurance, dependent care, flexible spending account, short and long-term disability, and PERS long-term care insurance.

**Auto Allowance:** \$250 a month or assigned use of a City vehicle.

**Employee Development:** \$2,000 annual reimbursement for educational programs.

**Commuter Check Program:** City pays 50% of the cost for vouchers used for commuting, up to \$50 per month.

**Holidays:** 10 authorized holidays per year, plus 16 hours of floating holiday time.

**Administrative Leave:** 80 hours of leave per calendar year.

**Vacation:** Employees earn 136 hours of vacation and 96 hours of sick leave per year.



## 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:

**Training:** Equivalent to four (4) years of academic coursework in, similar to that of a bachelor's degree, in accounting, finance, public administration, or business administration.

**Experience:** Five (5) years of experience of a progressively responsible nature in accounting and financial work, including two (2) years of governmental accounting experience.

**Desirable:** Possession of a professional finance designation from IPMA, CSMFO, or GFOA or a CPA is desirable.

## SELECTION PROCESS



The deadline to apply is August 17, 2020 before 11:59 PM PST.

To be considered for this exciting opportunity, candidates should apply at

<https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/2822339/finance-manager-for-the-city-of-sausalito?pagetype=jobOpportunitiesJobs>

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary phone interview. Only the most qualified candidates will be invited to the next step in the selection process a possible Written Exercise and Oral Panel interview if held. Only the names of the most-qualified candidates who pass the panel interview process will be submitted to the City for consideration for final selection.

Neither Regional Government Services nor the City are responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov).



Recruitment services provided by  
Regional Government Services

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