



Now accepting applications for

FINANCE MANAGER

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



THE POSITION

Are you a senior professional in the field of finance and accounting looking for a leadership role in a public sector agency? Are you a self-starter and a fixer who is innovative and excels at creating solutions and practices to solve problems? Have you been able to reinvent how service is delivered in the COVID environment? Are you excited to help a team to grow and develop their skills? 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 Assistant City Manager/Administrative Services Director (ACM/ASD) and serves as the City Treasurer in the absence of the ACM/ASD.

THE IDEAL CANDIDATE HAS

DEEP KNOWLEDGE OF AND TECHNICAL EXPERTISE RELATED TO:

- Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB).
- Principles, practices, methods and procedures used in governmental accounting, financial management, auditing and budgeting.
- Local government roles, responsibilities, and processes and applicable federal, state and local laws, codes and regulations.
- Financial management and sustainability practices related to local government including financial statements and reporting, financial modeling, cash flow analysis, financial securities, financial risk measures, accounting requirements, and investment principles and management, municipal budgeting and fiscal sustainability, and internal controls.
- Public meeting practices and laws, and public records management.
- Communication possessing both written and oral communication skills, with an ability to understand and speak to the concerns of others.
- Modern financial systems, applicable software and office methods, procedures, and equipment including the Microsoft programs (Excel, Word, and Outlook); including experience with financial system upgrades.

PROVEN LEADERSHIP SKILLS IN:

- Promoting collaboration and teamwork, with the ability to engage and inspire direct reports and others.
- Employee coaching, supervision, career development, and training.
- Building realistic plans while managing organization change.
- Facilitating collaboration and developing consensus with groups of diverse stakeholders.
- Communicating complex technical issues and difficult realities knowledgeably and compassionately, in understandable language, to a range of audiences.
- Listening to understand, taking an interest-based approach to problem solving, and achieving effective compromise.
- Directing, coordinating and reviewing the work of assigned staff.
- Political savvy, and networking to form effective alliances.
- Making sound decisions within established guidelines.
- Maintaining effective working relationships with all levels of staff and with the public.

CORE VALUES THAT INCLUDE:

- A hands-on leader, that is driven, with a strong commitment to timely execution, accountability, and transparency.
- Sincere care for stakeholder interests and needs, leading to behavior that is proactive, approachable, and responsive.
- Courage to stand up respectfully for the communities served.

DUTIES

- Participates in the posting, balancing and reconciliation of the General Ledger and subsidiary accounts and City bank accounts.
- Controls budget for various City departments and projects determining if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; provides analysis of available funds.
- Supervises the City's payroll, accounts payable, and account receivable functions.
- Prepares work papers, financial statements and various reports for internal accounting, external auditors, and for Federal, State and other outside agencies.
- Prepares bank reconciliation and assists with year-close of Citybooks. Provides support documentation, schedules, and reports, and provides other assistance during annual audits.
- Monitors and reports on the status of State and Federal grants; reviews and audits grant contracts, amendments and other documents to ensure grant compliance.
- Performs fixed assets accounting, monitors and maintains accurate and up-to-date records on City's fixed assets.
- Keeps current on new regulations, develops effective procedures for financial operations and record keeping, and recommends or implements changes in accounting systems.
- Prepares various financial reports including but not limited to assistance with the Comprehensive Annual Financial Report, Popular Annual Financial Report, state-mandated reports, components of the adopted budget, and quarterly financial reports.

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.

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 January 17, 2021 before 11:59 PM PST.

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

<https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/2937699/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.



Recruitment services provided by
Regional Government Services

Contact: Kay Randolph-Pollard
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