



PHOTO BY RICHARD WISDOM

# Finance Manager



PHOTO BY SUE HEINL

## THE OPPORTUNITY

The Town of Discovery Bay (Discovery Bay Community Services District) is seeking a Finance Manager. This is a fantastic opportunity to join a team of dedicated, professional, fun-loving employees that are committed to providing exceptional services to their customers and to work in one of the most sought after, family-oriented communities, where your home could be “just around the corner” on the waterfront or golf course.

The Finance Manager will have the opportunity to manage a very broad range of areas, including financial reports, payroll, accounting systems, budgets with multiple funding sources, AR/AP, utility billing, cash receipts, and rates studies conducted by consultants; as well as, the development and implementation of goals, objectives, policies, and priorities for the organization.

If you are looking for a job working in a relaxed, light-hearted atmosphere with a hard-working team in a place where you can walk or bike to work or easily commute from East Bay or Tri-Valley areas, where you have an opportunity to manage and complete a variety of assignments and projects, this is the position for you.



PHOTO BY ERIC BRYNER

## DISCOVERY BAY

Discovery Bay was established in the early 1970s as a mostly weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for over 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Approximately 60% of Discovery Bay homes are located in the original part of town, while the remaining homes are in Discovery Bay West.

Boasting a full-service deep-water yacht harbor with a fully stocked chandlery and marina shops and two shopping centers, Discovery Bay provides a variety of commercial and retail outlets and dining opportunities throughout town.

Boaters can navigate from Discovery Bay to San Francisco Bay, enabling residents to literally go anywhere in the world from their own backyard. Whether you enjoy fishing, waterskiing, wakeboarding or simply exploring the California Delta, there is no shortage of things to do here. If golf is your preference, the Discovery Bay Country Club is your place. With a challenging Ted Robinson designed championship course, the course will keep you challenged with every stroke.

Discovery Bay's Community Center is a recreational hub with swimming, tennis, dog parks, and year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of tow rope, or hitting the links, there's a lot happening in Discovery Bay! There are numerous community-based activities such as the Big Cat Poker Run held every August, car and boat shows, concerts on the lawn, Crab Feeds, golf tournaments, motorcycle rallies, boat parades, and a whole host of other events. There is always something happening in or around town.

Discovery Bay enjoys a wonderful spectrum of seasonal climates including everything from warm summers to temperate winters.

Housing options include two new master-planned developments that are making their way through the development process, along with gated and non-gated “off-water” communities in addition to the communities' signature waterfront homes.

Discovery Bay offers two public and one private K-6 school with one middle school located in nearby Byron. Knightsen Elementary school (K-8) is also nearby. High school students attend Liberty High

School in Brentwood, less than 9 miles away. High school graduates interested in pursuing higher education in the area live within a commutable distance to several local community colleges as well as a few private and public universities.

## THE ORGANIZATION

The Town of Discovery Bay (Town) is an unincorporated community of Contra Costa County and is officially known as the Discovery Bay Community Services District. The Town is approximately 9 square miles and was formed in 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Town provides municipal water treatment and distribution, wastewater collection and treatment, parks, landscaping, lighting, and recreation services to its residents.

Similar to a city council in an incorporated city, Discovery Bay is governed by an elected five-member Board of Directors. While Discovery Bay does not have a Mayor or Vice Mayor, it does have a President and Vice President. Discovery Bay also has an appointed General Manager to carry out the policy decisions of the Board and oversee the day-to-day operations of the Town. The Town's organizational structure is comprised of nineteen employees, with a management team of General Manager, Assistant General Manager, Finance Manager, Water & Wastewater Manager, Parks & Landscape Manager, and Projects Manager. The Board of Directors is highly supportive of Town staff and encourages creativity and innovation. The Board recently approved an across the board pay increase to all Town employees.

The Town has a combined operating and capital budget of \$14 million for the Fiscal Year 2019-20. The Town has developed long term master plans that address future growth, long term needs, repairs and state mandated requirements. The Town has a five-year rate study which enables the district to be financially stable and fund the necessary operating and capital improvement programs. Discovery Bay is divided geographically into five Lighting and Landscape zones that are managed by the Town. Two of these zones are owned by the Town and are funded by property taxes and an assessment. The other three zones are owned by the County of Contra Costa and the Town receives from the County a portion of the assessments for management of these three zones.



### The Town of Discovery Bay Board of Directors has adopted the following Mission, Vision, Goals and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

#### Mission

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community

#### Vision

- » Maintain a full service and sustainable community
- » Grow in harmony with the environment and the Delta
- » Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
- » Promote practices that provide enhanced and sustainable life now and for future generations

#### Goals

- » Responsible management of public funds
- » Preservation of our neighborhoods and natural resources
- » Provide timely, effective and transparent communications between government and our citizens
- » Continually improve the quality of our services
- » Promote and protect the environment
- » Take pride in community assets
- » Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community
- » Recognize pioneers of the community

#### Values

Innovation • Accountability • Respect • Integrity • Professionalism





## THE POSITION

Reporting to the General Manager, the Finance Manager will plan, manage, and oversee the activities of the Financial Services Division, including all accounting and day-to-day financial processing, reporting, and record-keeping activities. The Finance Manager will supervise a highly functioning team of professional, technical, and administrative support staff responsible for the processing of financial transactions and utility billing and will train, motivate, and evaluate assigned staff. As part of the District's management team, the Finance Manager will participate in the development and implementation of goals, objectives, policies and priorities and recommend, within Town policy, appropriate service and staffing levels. Additional responsibilities of the Finance Manager include preparing and reconciling financial and accounting records and reports; participating in the development, administration, and oversight of the Town's operating and capital improvement budgets, including the effective management of revenue and expenditures within each of the five zones managed by the Town; coordinating the Town's annual audit of financial statements; developing and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs; conducting a variety of organizational studies; and providing highly complex staff assistance to the General Manager on a broad range of subjects.

Finally, the Finance Manager will attend and participate in professional group meetings and monitor changes in regulations and technology in order to stay abreast of new trends, regulations, and innovations in the field of public agency finance and accounting.

Projects/priorities for the new Finance Manager include:

- Changing the finance software used by the Town
- Working with a consulting firm to conduct a rates study
- Completing the financial transactions report that is due in January
- Developing the annual budget
- Completing required bond reporting
- Coordinating the annual audit

## THE IDEAL CANDIDATE

The ideal candidate is an enthusiastic, knowledgeable individual with a broad range of experience in the various aspects of financial management within a public agency. The ideal candidate will be someone with a proven record of effectively leading and managing

a team, who can motivate staff, provide direction, and ensure accountability without micro-managing. He/she will demonstrate superior communication and conflict resolution skills along with a clear customer service focus and will understand the importance of building and maintaining open communication and strong relationships with peers, Board Members, Town residents, and other key stakeholders. Finally, the ideal candidate will have an interpersonal style that facilitates a positive, creative, and fun work environment along with a strong commitment to the organizational mission and project goals.

### Education and Experience

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:

- Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field. A Master's Degree is desirable.
- Five (5) years of accounting or financial management experience, preferably with a public agency.
- Three (3) years of experience at a supervisory level.

Additional education beyond a bachelor's degree may be substituted for the required experience on a year-for-year basis.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$81,026- \$101,180** annually. The actual salary will be determined by the final candidate's qualifications and experience.

The Town also offers a benefits package that includes excellent healthcare plans, life insurance, and a deferred compensation program.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is open until filled with first review of resumes on **Monday, August 19, 2019**. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment, staff managed, and budget of programs/projects managed), cover letter, and the names of six professional references (two each of current or former: supervisors, direct reports, and colleagues) to: <https://executivesearch.cpsshr.us/JobDetail?ID=487>

For more information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the Town. A final selection will be made upon completion of comprehensive reference and background checks.