

The City of West Sacramento is recruiting for a

# **FINANCE MANAGER**

# ABOUT THE POSITION

The Finance Manager is an at-will managerial position that reports to the Finance Director. Under general direction, the position acts as the principal administrator in the preparation of the City budget; collaborates with the Finance Director and City Manager to develop budgetary goals, principles and objectives; develops and maintains the City's long-term financial plans; reviews fiscal operations, practices and internal controls and makes recommendations for improvement; participates in the development and implementation of policies and procedures related to the City budget and financial planning; and serves as a subject matter expert in government operations related to budget and fiscal policy development. The Finance Manager is responsible for managing the Revenue/Utility Billing Division through subordinate management staff and the Budget and Development Finance functions with the support of a single Finance Analyst.

# IDEAL CANDIDATE

The ideal candidate will be an experienced, dynamic, innovative, and motivated financial professional who enjoys challenges and creative solutions. The successful candidate will have strong analytical skills and a background in varied, complex municipal budgets with significant experience developing and managing budgets at the city or county level; have a solid understanding of public sector budget practices, and local government funding and operations; and be an enthusiastic advocate for long-range planning and financial sustainability with experience developing financial forecasts and projections. The Finance Manager will be a hands-on leader with a collaborative approach to problem solving; possess strong political acumen with the ability to communicate complex and technical information to a variety of audiences clearly and concisely; and a desire to support organizational needs while ensuring the long-term fiscal health of the City. A manager with a track record of providing support and guidance to a group of motivated professionals in a fast-paced environment, who creates a workplace of mutual trust, respect, and a family-type environment is highly desirable.

**WE STRIVE FOR CITY  
GOVERNMENT THAT  
IS FINANCIALLY  
SOUND, HAS A  
SUPERIOR  
WORKFORCE, AND IS  
RECOGNIZED AS A  
REGIONAL LEADER.**

# KEY ATTRIBUTES AND CHARACTERISTICS

- A “roll up one’s sleeves” type of leader who can foster strong, collaborative working relationships with all levels of City staff.
- The ability to creatively communicate complex financial information to non-financial audiences verbally and in writing, using graphics, and simple, practical terms.
- An active problem solver who anticipates and responds to issues in a timely manner, develops alternative solutions, and is able to achieve resolutions quickly.
- An active listener, calm under pressure, possessing a positive attitude and a good sense of humor.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees and whose leadership style is centered around mentoring, coaching, and empowering.
- A management style that looks for continuous ways to improve processes, utilizing technology to create efficiencies.

## MINIMUM QUALIFICATIONS

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**EDUCATION AND EXPERIENCE:** Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

**Education:** A Bachelor's Degree from an accredited college or university with major course work in business or public administration, accounting, public finance, economics or a closely related field.

**Experience:** Five (5) years of professional accounting or budget experience, including at least two (2) years of supervisory experience. Public agency, infrastructure and development financing experience preferred.

# THE FINANCE DEPARTMENT



THE CITY OF WEST SACRAMENTO'S MISSION IS TO PROVIDE QUALITY MUNICIPAL SERVICES, QUALITY CITY INFRASTRUCTURE AND FACILITIES, AND TO INSPIRE COMMUNITY IMPROVEMENTS THAT ADD VALUE TO THE LIVES OF OUR RESIDENTS.

The Finance Department is responsible for receiving, investing, safeguarding and distributing funds for the City and related agencies. The Department's 18 FTE operate in four divisions which include:

- **Accounting & Financial Reporting** division is responsible for disbursements, general ledger, financial reporting, cash management, banking, debt management, and budgetary compliance.
- **Budget & Financial Planning** division is responsible for long-range planning, investments, budget development, fiscal policy development and development support.

- **Procurement & Contracts** division is responsible for procurement standards, purchasing, contracting, spend analysis and strategic sourcing.

- **Revenue & Utility Billing** division is responsible for utility billing and revenue collection and management.

The Finance Department has two Finance Managers, each responsible for overseeing two divisions. This recruitment seeks to fill the Finance Manager position responsible for oversight of the Budget & Financial Planning and Revenue & Utility Billing Divisions with a strong emphasis on budgeting and financial planning.

# COMPENSATION & BENEFITS


**ANNUAL SALARY RANGE OF \$120,804 - \$146,808. PLACEMENT WITHIN SALARY RANGE DEPENDENT UPON QUALIFICATIONS.**

- \$ 5% EDUCATION INCENTIVE FOR MASTER'S DEGREE**
- \$ UP TO \$1,773 PER MONTH FOR MEDICAL/DENTAL/VISION OR \$865 CASH IN LIEU**
- \$ \$1,000 ANNUALLY FOR CAREER ENHANCEMENT**
- \$ THE CITY CONTRIBUTES 1.5% OF BASE SALARY TO A 401(A) MONEY PURCHASE PLAN.**
- \$ CALPERS 2% @ 60 OR 2% @ 62 PLAN, DEPENDING UPON THE EMPLOYEE'S STATUS WITH CALPERS AT THE TIME OF EMPLOYMENT AS DETERMINED BY CALPERS.**
- \$ THE FINANCE MANAGER IS DESIGNATED AS EXEMPT AND RECEIVES 80 HOURS OF MANAGEMENT LEAVE PER FISCAL YEAR.**





# THE RECRUITMENT PROCESS



An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain their qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire. Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications. Additional screening criteria will be developed based on the supplemental questionnaire.

Apply via the City of West Sacramento's recruitment page at <https://www.governmentjobs.com/careers/westsacramento>.

This recruitment will close at 11:59 p.m., November 7, 2022.