



CITY OF CERES

Welcomes your submission for:

DIRECTOR OF FINANCE

\$12,237– \$14,875 monthly

Masters Degree Education Incentive of 12%

(plus other *EXCELLENT FRINGE BENEFITS*)

(OPEN: September 7, 2023)

Until Filled

City website: www.ci.ceres.ca.us

Application submissions on: www.calopps.org/city-of-ceres





Ceres
California



The City of Ceres is located in the heart of California's Central San Joaquin Valley, 95 miles east of San Francisco and 80 miles south of Sacramento. First settled in 1867, Ceres has a strong history and connection to the region's diverse agriculture as its economic base. The city is home to many large industrial businesses including a WinCo Distribution Center, Bronco Winery, and G3 Enterprises, a bottle-labeling division of Gallo Wines. During the past three decades, Ceres expanded its boundaries and increased significantly in population and is now home to almost 50,000 people. Like many cities in the San Joaquin Valley, Ceres weathered a harsh economy 10 years ago and is prepared to handle the current conditions related to COVID-19. The City's progress and development is continuous and our future is exciting. With new leadership in key positions within the City, there is a renewed commitment to change and improvement in all areas of operations.

Many residents cite the City's proximity to a wide range of outdoor activities as one of the primary reasons to live in Ceres. With its accessible location in Central California, easy weekend or day trips to the Sierra Mountains or the Pacific Coast are common, including visiting San Francisco, Lake Tahoe, Monterey-Carmel and Yosemite National Park. While continuing to grow in size and number, Ceres residents desire the best of the characteristics that represent a "small town." Citizens, businesses, and nonprofit community groups and organizations jointly support many local activities during the year; the annual Downtown Street Fair each May, summertime Concerts in the Park, Halloween Children's Fun Festival, and a Christmas Tree Lane venue.

The Finance Department operates with thirteen full-time staff members (inclusive of the Finance Director) with an annual budget of approximately \$130 million to manage for the City of which 2.3 million is attributable to the Finance department. The department is currently going through an enterprise ERP change over and are working on the final stages of the payroll conversion. The Finance Team is made up of dedicated and hardworking individuals that are improving the financial operations throughout the City. The Financial department is a liaison for all City departments.

THE POSITION

The Director of Finance is a regular full-time exempt and at-will position. Under general administrative direction, plans, directs, and manages the activities, staffing, resources and operations of the City's Finance Department; acts as a member of the City Manager's Executive Team; and provides Financial guidance to complex and sensitive issues.

The ideal candidate will have experience in directing, managing, and operations of a Finance Department in a Public Sector environment, excellent communication skills, ability to cultivate positive relationships, approachable, responsive, and innovative.

This is an excellent opportunity for a new or seasoned leader to advance progressive City initiatives. The successful candidate will be offered an employment agreement based on their qualifications for the position.

ESSENTIAL DUTIES

Some examples of essential duties:

1. Assume full management responsibility for all Finance Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Direct and oversee the Finance Department including ensuring the adequate and accurate maintenance of City accounting records; direct the submittal of all formal annual accounting reports required by the State Controller's Office as well as other reports as required by the City Manager, City Council, County, and state and federal governments on various topics.
3. Plan, direct, and coordinate, through subordinate level staff, the Finance Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
4. Participate in the preparation of City budget document in conformance with CSMFO and GFOA established guidelines; preparation of Management Discussion and Analysis and Letter of Transmittal for CAFR; assist in the preparation of Budget Letter of Transmittal.
5. Assume management responsibility for the timely and accurate preparation of financial and statistical reports and records in accordance with City policies and Generally Accepted Accounting Principles (GAAP).
6. Ensure that reports are prepared as necessary and in accordance with policy and practices; prepare or direct the preparation and reconciliation of journals, ledgers, and other accounting records; prepare or direct the preparation of records and reports for submission to various agencies.
7. Coordinate and participate in the City investment process; maximize income and safety through daily and long range investments policies while working in conjunction with contract investment advisors; plan and coordinate tax-exempt and other financing as required; review, analyze, and maintain all bond issues; administer project and dept bond programs for the City.
8. Assist in the implementation of the fiscal management program of the City including maintenance and analysis of all general ledger accounts, coordination of the year-end audit, and preparation of financial statements and other required financial reports.
9. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
10. Assess and monitor work load, administrative and support systems, and internal reporting relationship; identify opportunities for improvement; direct and implement changes.
11. Select, train motivate, and evaluate assigned personnel; provide or coordinate staffing training; working with employees to correct deficiencies; implement discipline and termination procedures.

For a list of the additional duties, knowledge and abilities required and the physical demands and working environment, please visit our web-site at: www.ci.ceres.ca.us (Click: Human Resources, Job Descriptions)

MINIMUM QUALIFICATIONS REQUIRED TO APPLY

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in business administration, finance, accounting, or related field. A Master's degree is desirable.

Experience:

Five years of increasingly responsible finance, accounting, or related experience, preferably in a public agency setting, including three years of management and supervisory experience responsibility.

License or Certificate:

Possession of a valid, California Driver License.

Desired Qualifications:

Master's degree

BENEFITS

Retirement/Pension: The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employee Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, e.g. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan and employees are required to pay 100% of the normal contribution rate as prescribed by PEPRA, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

Health: The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family. Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield EPO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and VSP Vision.

Base Leave: 12 days sick leave accrued each year with unlimited accrual cap; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year; 80-120 hours of management leave; sick leave conversion options.

****Other benefits and leave subject to negotiation (mgmt. leave, incentive pay, professional development)***

The City also participates in Social Security which requires a 7.65% contribution rate including Medicare.

APPLICATION / SELECTION PROCESS

TO APPLY: You must submit a completed application on www.calopps.org/city-of-ceres and completion of the supplemental questionnaire is required.

OPEN UNTIL FILLED

No incomplete applications will be accepted; all information should be entered into the CalOpps system.

TO BE CONSIDERED, YOUR APPLICATION MUST ALSO INCLUDE THE FOLLOWING:

1. A cover letter expressing interest
2. A resume of qualifications
3. Three (3) professional references

The qualifications of each applicant, as set forth in the application will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phases of the evaluation process. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.* A more detailed job description and information about the City is available on the City's web-site at: www.ci.ceres.ca.us

SELECTION PROCESS: Applications will be reviewed and candidates who possess the most desirable qualifications will be invited to interview for this position. Interviews are anticipated to be scheduled in mid to late September. The testing method may consist of a dual oral board panel and/or other skills assessment.

HIRING PROCESS: FINGERPRINTING & BACKGROUND: Must pass City-paid, post-offer fingerprint scan which is required before hire. A background investigation, employment check reference check will be conducted.

MEDICAL EXAM: Must pass a post-offer employment fitness medical and/or physical assessment exam and drug screen. At the time of hire, City employees must meet the I9 documentation requirements of the USCIS.

ACCOMMODATIONS: The City of Ceres will provide reasonable accommodations to qualified individuals with disabilities who are applicants or employees. If you need an accommodation, you must notify the Human Resources Department in writing prior to the final filing date for this recruitment.

The City of Ceres is an Equal Opportunity Employer Committed to Diversity

If you have any questions, please contact Shirley Ventura at
Shirley.ventura@ci.ceres.ca.us or 209-538-5747
City of Ceres, 2220 Magnolia Street, Ceres, CA 95307