



CITY OF CALIMESA
invites applications for the position of:
FINANCE MANAGER
\$84,613.38 - \$107,990.50 Annually
Closing Date: **DECEMBER 10, 2018.**

DEPARTMENT: FINANCE

FLSA STATUS: EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: CITY MANAGER

DEFINITION

Under direction from the City Manager, plan, direct, manage, supervise, oversee and participate in the activities and operations of the Finance Department to include City Treasury, Accounting, Purchasing, Information Technology and certain Human Resources operations; and to provide highly responsible and complex administrative support to the City Manager.

ESSENTIAL JOB FUNCTIONS

Depending upon assignment, duties may include, but are not limited to the following:

1. Provides leadership, program development, administration and coordination of the Finance Department operations and services
2. Advises the City Manager, City Council, and staff regarding issues related to the City's finances
3. Develops and implements fiscal policies, controls and systems relating to budget preparation and monitoring, accounting, financial reporting and purchasing
4. Ensures City compliance with laws and regulations governing the administration of the City's financial affairs, including compliance with requirements for grant funds and financial reporting
5. Develops comprehensive plans to satisfy future needs for financial services.
6. Conducts studies, prepares and presents reports to City Manager and City Council.
7. Oversees Information Technology system and the provision of related services, anticipates informational and computing needs and provides for appropriate technology and services
8. Administration of grants awarded to and by the City
9. Ability to prepare financial reports and related information for reporting to external auditors and regulatory agencies as required
10. Oversee employee benefit programs
11. Conduct job recruitments when required
12. Perform other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation; and employee supervision.
- Principles, practices and program areas related to the management of municipal functions.

- Principles and practices of budget development, administration and expenditure control.
- Governmental accounting and generally accepted accounting principles.
- Grants and related accounting
- Employee benefit programs.
- Job recruitment process.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex technical, administrative and financial problems and reports
- Prepare clear and concise reports, correspondence and other written materials.
- Establish and maintain cooperative working relationships with the City Staff and City Council
- Interpret and apply fundamental principles of accounting and payroll related laws, policies, and procedures
- Analyzing and reviewing financial data and making recommendations
- Preparing and maintaining accurate reports and records
- Reconciling differences within the record keeping system
- Communicate effectively; both orally and in writing
- Ability to handle confidential information with great sensitivity
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Three years of increasingly responsible management and administrative experience in a municipal government or similar public agency setting including Finance, Accounting, Grants Administration, Information Technology, of which at least one year is in a supervisory capacity, and

Education – bachelor’s degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a related field.

Special Requirements:

- Possession of a valid California Class C driver’s license and good driving record.
- Human Resources knowledge and experience desirable.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print,

computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Application and Selection Process

A completed City application must be thoroughly completed. Post marks or facsimiles will not be accepted. Resumes may be attached, but will not be accepted in lieu of a City application form. Applications may be downloaded from the city's website at www.cityofcalimesa.net. *Apply to the City of Calimesa Human Resources Department, 908 Park Avenue, Calimesa, CA 92320. **Application Deadline is December 10, 2018.***

Medical Requirements

Individuals selected for employment will be required to take a medical exam and drug screening test. The medical examination is at City expense and conducted by a physician designated by the City.

Employee Benefits

All employees who are employed on a full-time basis, except seasonal and temporary employees (forty [40] hours per week), shall be eligible for health, dental and vision insurance coverage, which becomes effective on the first of the month following the employment date and continuing throughout the month of separation. The City provides a Flexible Health Benefit Plan with a monthly amount of \$800.00, where employees can choose an appropriate health plan for them and their families.

	Benefit Description
Health Insurance	Health Net (Employee and Family Plans)
Dental Insurance	Delta Dental (Employee and Family Plans)
Vision	Vision Service Plan (VSP) (Employee and Family Plans)
Life Insurance	Lincoln Life Insurance (Mgmt 1.0 times annual salary – all others \$50,000)
VEBA	CALGOVEBA (A Flexible Spending Account – Pre Tax Deduction Per Pay Period)
Flexible Spending Account	Ceridian (Optional - \$1,500 per year)
ICMA Deferred Comp	ICMA-RC (Voluntary Deferred Compensation Plan)
AFLAC	Voluntary Supplemental Plans available as follows: Short Term Disability, Accidental, Term Life, Dental, Specified Health Event, Cancer, etc
CalPERS RETIREMENT	<p>New hires with recent service with CalPERS, are on the 2% at 60 plan and a 3 year average formula with the City paying the employee rate.</p> <p>New hires who established CalPERS membership prior to January 1, 2013 and who is hired by a different CalPERS employer after January 1, 2013 after a break in service of greater than six months will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with a 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>New hires with no CalPERS services as of January 1, 2013, will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with a 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>The City does not participate in Social Security.</p>

Holidays/Vacation/Sick/Management Leave

City employees receive 12 paid holidays, 2 floating and employee birthday holiday per year. 80 hours of annual vacation and 96 hours of annual sick leave. Exempt employees receive 40 hours of management leave per year.

Finance Manager Supplemental Questionnaire

Do you have a current valid driver's license?

- Yes
- No

What is the extent of your formal education?

- None
- High School or Equivalent
- AS/AA (Associates Degree)
- BS/BA (Bachelors Degree)
- MA/MS (Masters Degree)

Do you have major college level coursework in Public Administration, Business Administration, Accounting, Finance, Economics, or a closely related field?

- Yes
- No

Do you have experience in Human Resources?

- Yes
- No

Do you have experience in a local government?

- Yes
- No

How many years of administrative and analytical experience in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues do you have?

- 0 - 1 year
- 2 - 3 years
- 4 - 5 years
- More than 5 years



Application for Employment

City of Calimesa

An Equal Opportunity Employer

Qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age or national origin.

PERSONAL INFORMATION

Date: _____

Name: _____

Present Address: _____

Primary Phone Number: () _____ Alternate Phone Number: () _____

Do you have a CALIFORNIA Driver License? Yes No CADL# _____ Class: _____ Exp. Date: _____

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? Yes No
**Proof of citizenship or immigration status will be required upon employment.*

EMPLOYMENT DESIRED

Position applying for: _____ Desired Salary: _____ Desired Start Date: _____

Are you employed now? Yes No If Yes, may we contact employer? Yes No

Have you ever applied with Calimesa City before? Yes No When? _____

EDUCATION

	Name and Location of School	Highest Level Completed	Did you Graduate?	Subjects Studied/ Degree(s) Received
High School				
College				
Trade, Business, or Correspondence School (Include Credit Hrs Earned)				

Are you a student now? Yes No School & Location: _____

Course(s) taking: _____

FORMER EMPLOYERS (List below your past employers starting with the most recent.)

Date (month/year)	Name, Address, and Telephone No. of Employer	Salary (upon leaving)	Title and Duties Performed	Reason for Leaving
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

****To include additional information, please submit resume for other past employment along with this application.**

Date of U.S. Military Active Service:	Branch of Service:
Service No.:	Rank/ Rate/ Grade:
Primary Duties:	Awards and Decorations:
Type of Discharge:	Selective Service Classification:

ADDITIONAL INFORMATION

List professional, trade, business or civic activities and offices held. (You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.):

List other special skills or interests:

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name	Relationship	Telephone	Type of Business and/or Title	Years Known

I HEREBY CERTIFY that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts called for in this application or any supplements thereto, is cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employer, schools, and persons named herein to give information regarding me, whether or not such information is a part of their records. I hereby release said organization or persons from any liability or claim whatsoever for issuing this information. **I UNDERSTAND** that as a condition of employment, I may be required to pass an employment physical and any future physical examinations required.

Applicant's Signature

Date

Your application must be received by the closing date shown on the announcement. You are responsible for ensuring that education, experience, licenses and/or certificates required for the position are clearly shown on the application form. ALL SECTIONS MUST BE COMPLETED AND THE APPLICATION MUST BE SIGNED IN ORDER FOR THE APPLICANT TO BE CONSIDERED FOR EMPLOYMENT. **Resumes are strongly suggested but will not be accepted in lieu of a City of Calimesa Employment Application.

We thank you for seeking employment with the City of Calimesa, and wish you good luck on your job search.