



# City of Lindsay

FINANCE DIRECTOR  
EMPLOYMENT OPPORTUNITY

**Class Title:** FINANCE DIRECTOR

**Department:** FINANCE

**Location:** 251 E HONOLULU, LINDSAY, CA 93247

**Compensation:** \$68,232-91,440 DOQ

**Status:** EXEMPT / CONTRACT

**Date:** 02/02/18

**Application must be submitted on the City of Lindsay Website at  
[www.lindsay.ca.us](http://www.lindsay.ca.us) By 4:00pm, Wednesday, February 28, 2018.**

## THE IDEAL CANDIDATE

The City has opened its recruitment outside the organization for a strong and innovative leader with the proven ability to bring creative management and operational solutions to the organization. The successful candidate will be a strategic thinker who understands that transparency in government and possesses integrity and ethics. The incumbent may assist in the training and or transition.

## SUPERVISION RECEIVED:

Works under the general direction of the City Manager.

## SUPERVISION EXERCISED

Exercises supervision over all finance staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises the positions of Account Clerk I, II, & III & Account Clerk Supervisor.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;  
Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief financial advisor to the city manager.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.



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Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.

Maintains financial records and ensures accuracy and timeliness of annual independent audit report(s).

Develops financial studies and plans; Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.

Prepares financial reports and oversees project billings that use grant funds to ensure compliance with all grantor guidelines and restrictions; Stays informed of updates in federal and state grant guidelines`.

Oversees the central computerized financial and management information system of the City.

Prepares annual budget and execution; conducts and coordinates budget development with staff and council.

Oversees the posting and reconciliation of ledgers and accounts, including the Biz Loan and FTHB Loan Programs.

Directs the preparation of local, county, State and Federal reports, including tax reports, Annual Streets& Roads, CFTR.

Trains and develops financial staff.

Oversees payroll, accounts receivable, and accounts payable processing.

Oversees utility, business license and other billings.

Oversees the investment of City funds.

## **PERIPHERAL DUTIES**

Develops finance related ordinances and resolutions. Represents the city at various conferences and meetings. Perform general management duties for the city manager as assigned. Performs cost-of-service studies for utility rate considerations. Serves as the administrator of the 457 Deferred Comp plan and City's Benefits; serves on the city loan committee; assists with employee benefits coordination; assists with Risk Management, serves as liaison with other departments.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, and/or five (5) years of progressively finance-related experience.

### **Necessary Knowledge, Skills and Abilities:**

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; considerable knowledge of reconciliation procedures; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;

(B) Skill in operating the listed tools and equipment;



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- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, and city officials; ability to communicate effective orally and in writing, including writing and/or updating policy as needed.

### **SPECIAL REQUIREMENTS**

Proof of legal right to work in the USA; A valid state driver's license, or ability to obtain one within three months. Must be bondable and pass a background check, including a credit check.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

A formal application and resume must be submitted on the City's website, rating of education and experience; oral interview and reference check; job related tests may be required, live scan pass background, medical and credit check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **SALARY & BENEFITS**

*Employee Benefits:*

*10 Vacation Days, 12 Holidays, 10 Sick Leave days, Medical, Dental and Vision Plans, Life Insurance, Cal Pers Retirement, Deferred Comp, Employee Credit Union, Aflac and Cafeteria Plan. Department Heads earn additional admin leave time and the deferred comp benefit factor is 7%. Benefits will be discussed with the successful candidate.*

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.