

## Salary and Benefits

The annual salary range for the Finance Manager position is \$83,343 to \$111,687.42 plus an excellent benefits package. The City provides the following benefits:

### General Leave:

- Vacation: 12 days of paid vacation leave the first year, increasing to 15 days in year two and increasing thereafter based on every five years of service to a maximum of 30 days per year after 20 years of service
- Administrative Leave: 60 hours annual administrative leave
- Sick Leave: Leave is accrued at 3.69 hours per pay period for a total of 12 days of paid sick leave per year

**Medical, Dental, & Vision Insurance:** The City offers excellent Medical, Dental and Vision Insurance. Employee currently pays \$46 per month and receives medical, dental and vision coverage for employee, spouse, and eligible dependents. Medical insurance currently 90/10 plan, with annual deductible of \$150 (individual) and \$450 (family), annual maximum out of pocket \$3,000 (individual), \$6,000(family).

**Life Insurance:** The City provides a \$25,000 term life insurance policy.

**Retirement:** The City participates in the California Public Employees' Retirement System (CalPERS). For legacy members, the benefit level is 3% @60. For new members, the benefit level is currently 2% @62 with an employee contribution rate of 6.5% of gross salary per pay period.

**Holidays:** 14 paid holidays per year

**Deferred Compensation:** Voluntary plans available including IRS Section 125 Flexible Benefit Plan and 457 Plan.

## Application Procedure:

OPEN UNTIL FILLED with first review on:  
**October 30, 2020**

To be considered for this opportunity, applicants **MUST** submit a cover letter, resume, and City standard application in person or by mail or email at the following address:

**City of Susanville  
Attn: City Clerk  
66 North Lassen Street  
Susanville, CA 96130-3904  
hwhitlock@cityofsusanville.org**

Applications are available at the address above or at **www.cityofsusanville.org**.

Candidates with questions may contact City Hall at (530) 252-5103.

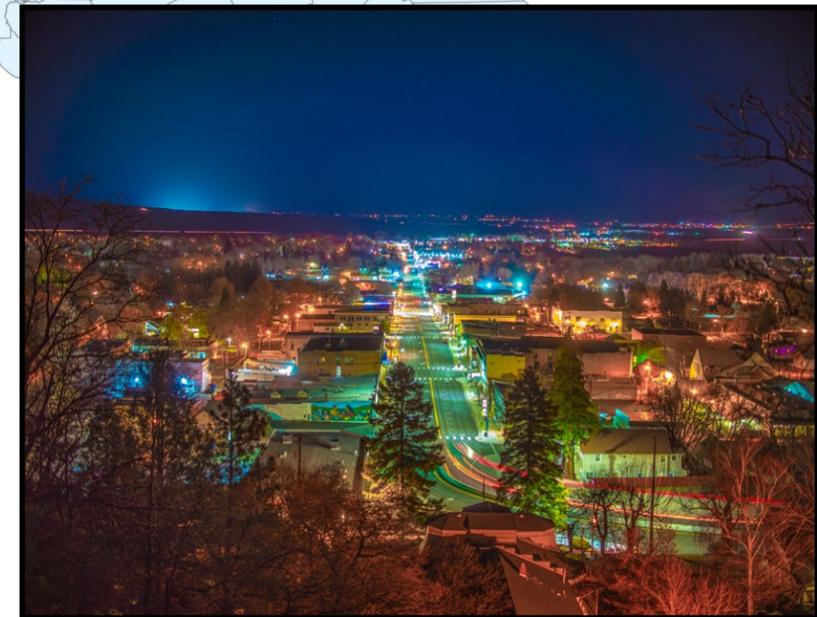
*The City of Susanville does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.*



# City of Susanville

INVITES APPLICATIONS FOR THE POSITION OF

# Finance Manager



OPEN UNTIL FILLED WITH FIRST REVIEW ON OCTOBER 30, 2020

66 North Lassen Street, Susanville, CA 96130

Phone: 530.252.5103 | Fax: 530.252.1020

## About the Position

Under the general supervision of the City Administrator and is responsible for the financial planning, accounting, administering revenue, data processing, insurances, administering central purchasing and services, billing and collecting of monies due; administering financial contracts, licensing; training and supervising computer system operations; and responsible for related work as required. Required to make independent written financial reports to the City Council. Serves as ex-officio tax collector for the City (transient occupancy tax, business license fees, dog license fees, etc.). Create an efficient, user-friendly fee structure that encourages successful business.

## Qualifications

QUALIFICATIONS: \*Any combination of experience and education what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

### Preferred Qualifications:

- Graduation from accredited four-year college or university with a degree in accounting or equivalent field
- CPA Certification preferred

### Necessary Special Requirements:

- Five (5) years of increasingly responsible experience in governmental accounting, with at least three years of supervisory experience

## Essential Duties and Responsibilities

- Plan, organize and direct the financial planning, financial administration, data processing, purchasing record keeping, licensing and insurance activities of the City.
- Coordinate the preparation of financial statements and reports; review and finalize account analysis performed by other staff.
- Perform professional accounting work and assist City employees.
- Supervise data processing operations.
- Implement procedures for and supervise the billing and collection of payments for water, geothermal, natural gas and other City services.

## Essential Duties and Responsibilities cont.

- Implement departmental policies and activities.
- Plan, develop and direct accounting procedures for bookkeeping and processing of claims, expenditures, purchases, budget data, salary warrants, receipts and subventions.
- Plan, develop and direct the operation of the financial accounting system, including journal entries, general and subsidiary journal posting, and financial statements.
- Serve as ex-officio tax collector for the City for the collection of transient occupancy tax, business license fees, dog license fees; conducts annual rabies clinic on behalf of the City.
- Under the direction of the City Administrator, reviews budget for accuracy and completion.
- Organize, review and develop as needed: appropriation balances; contracts; budget revenues and expenditures; payroll and payroll files; ordinances and resolutions as necessary; procedures to ensure that all actions are taken within the City's financial resources.
- Prepare State reports as required by law, including the State Controller's Report, in a timely and accurate manner.
- Prepare and present City Council reports as required.
- Coordinate and oversee the auditing operations; identify, develop and implement accounting applications as needed to facilitate departmental goals, policies and objectives.
- Assist the City Administrator with administrative details related to City finances.
- Plan, organize and supervise activities and staff of the Finance Division.
- Assume responsibilities for accounting work relative to City special assessment districts; develop and implement relative policies and procedures for monitoring different programs.
- Meet with and coordinate with outside auditors; compile appropriate documentation and serve as a resource person throughout the audit process.
- Perform related duties as assigned.

## Additional Experience and Ability To:

- Experience in financing tools for vibrant communities and the effective utilization of software systems
- Knowledge of modern accounting principles, practices and methods including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Ordinances, resolutions and laws affecting municipal financial operations.
- Principles and practices of public administration including budgetary practices, financial planning, risk management, cash management and investments, principles of supervision and training, personnel and administrative practices, licensing and billing.
- Analyze and interpret fiscal and accounting records and data.
- Identify, develop and implement new and improved program budgeting, accounting, record keeping and auditing procedures for municipal operations.
- Identify, develop and implement new and improved data processing applications.
- Work efficiently and effectively.
- Prepare accurate financial and statistical reports, make accurate revenue and expenditure forecasts
- Analyze statistical and fiscal material and reduce the analysis to layman's language.
- Supervise, train and evaluate professional, technical and clerical personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Present public information and reports at public meetings.

## The Administrative Services Department

The Administrative Services Department is led by the City Administrator, is comprised of the Administrative Services, Finance, Building & Planning and Park Divisions and is located at City Hall. The Building Official reports directly to the City Administrator and together with the City Planner and Building Permit Technician, provides Building and Planning Services to the community as a member of the Building & Planning Division.

## About Susanville and Lassen County



Susanville is located in Lassen County in the heart of North East California, and at 4,200 feet in elevation, residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation activities enjoyed by the community. Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to Eagle Lake, Antelope Lake and Lake Almanor. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Trails Trust Rails to Trails festival, Mountain Bike trails and races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical County Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College and nearby Chico State University and the University of Nevada, Reno. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, the Susanville Symphony and the newly constructed Honey Lake Valley Community Pool.