

Are you an experienced financial master who gets excited about mentoring a strong team of accountants? Do you enjoy advancing cutting-edge practices related to budgeting analysis and financial data reporting? Are you ready to lead an dynamic team? Does working a flexible schedule excite you?

**If so, the City of St. Helena is looking for their next Finance Manager to join the team!**



***Regional Government Services (RGS) and its staff are conducting this recruitment on behalf of the City of St. Helena.***

### ***The Position***

Under administrative direction, the incumbent will manage and oversee the overall daily operations and services of the Finance Division; develop and implement organizational strategies and policies; plan the use of materials; manage the Finance Division staff; and perform related duties as assigned.

The Finance Manager is the mid-management level class which oversees all functions and operations of the Finance Department and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting, investment and information services operation. This classification is distinguished from the next higher classification of Administrative Services Director in that the latter has overall responsibility for administering the City's operations.

### **THE IDEAL CANDIDATE WILL:**

- Enjoy working on a variety of projects simultaneously, each with competing deadlines.
- Have outstanding communication and public speaking skills.
- Be an experienced professional with strong visionary skills to lead and develop a motivated team.
- Be able to develop innovative and effective solutions to administrative, financial, and operational challenges.
- Be able to quickly understand new technical aspects.
- Have skills in allocating resources efficiently and a superior knowledge of accounting principles.
- Maintain effective working relationships with all levels of staff, the public, and outside agencies.
- Thrive in a fast-paced environment where they can leverage their technical accounting skills in positively impacting the City.

### **COMPETENCIES**

- **Adaptability and Flexibility** – Responds effectively to multiple demands, ambiguity, shifting of priorities, emerging situations, and rapid change.
- **Analytical Thinking** – Identifies and defines problems, extracts key information from data, and develops workable solutions for the problems identified.
- **Attention to Detail** – Accomplishes tasks with thoroughness and accuracy.
- **Collaboration** – Fosters team communication and dialogue, identifies opportunities to building consensus for team options, decisions, and outcomes.
- **Influence** – Exerts a positive effect on other's views, attitudes, decisions, perceptions, and beliefs.
- **Initiative** – Identifies and takes action to address problems and opportunities.
- **Leadership** – Inspires others toward a common vision and fosters trust and ethics.
- **Leverage Technology** – Comfortably works with technology.
- **Professional/Technical Expertise** - Applies technical subject matter to the job.
- **Reliability & Commitment** – Demonstrates alignment with the mission of the organization and dedication to working toward the organization's goals.
- **Results Orientation & Execution** – Translates objectives into action plans, including identifying task interdependencies.
- **Time Management/Organization** – Manages and prioritizes both everyday responsibilities and high-level, longer term objectives.

### **About the Client**

*The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately sixty miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own police department, public library, building department, water and sewer departments and part-time fire department.*

*The City from its inception has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, the City has become an important business and banking center for the wine industry. The City also receives many visitors both as a result of the wine industry and the area's scenic qualities. The main goal of the City is to maintain a small-town atmosphere and to provide quality services to its citizens.*

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Works to improve processes and policies, manages staff and plays a role in long-term departmental planning; reviews operating costs and suggests cost saving measures.
- Coordinates and participates in the preparation and analysis of various financial statements, schedules, and reports; develops formats for the preparation of financial reports of the City and its agencies; ensures financial statements are prepared on a timely basis in accordance with GAAP and GASB, and related governmental accounting regulations; assists in the preparation of the Quarterly Financial report.
- Reviews bi-weekly payroll, maintains payroll records and oversees the preparation of year end payroll reports.
- Participates in the preparation of the City's annual budget, strategic plans, and a variety of financial reports and statements; assists in the preparation of long-range analysis and cost studies of revenues, expenditures, and bond issue requirements.
- Prepares analytical financial and statistical reports and monitors budget results compared to actual expenditures for operations of the departments to ensure a continuing cost control effort and responsible management of City resources.

- Assists in administering all Finance Division activities, including general ledger maintenance, account reconciliation, accounts receivable, accounts payable, utility billing, and payroll processing.
- Oversees the maintenance and operation of financial software; serves as liaison to staff and other departments regarding financial software system applications; assists with finance information systems projects as needed; analyzes, recommends, and assists in installing new or modified fiscal and management systems, forms, procedures, and other financial and accounting matters.
- Carries out supervisory responsibility in accordance with City policies, procedures, and applicable law; works with the Administrative Services Director to develop department goals, objectives, and systems and in the overall management of staff, including selection, training, development, motivation, supervision, discipline and evaluation.
- Serves as the City liaison to external agencies for funded projects; performs City grant preparation, tracking, reporting, and administration.
- Serves as back-up to Administrative Services Director for the review and approval of invoices and checks for payment; acts in the absence of the Administrative Services Director.
- Attends City Council, committee meetings, and other various meetings as needed.
- Performs work on special projects as assigned.
- Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff, and the public.

## **TYPICAL QUALIFICATIONS:**

*(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Finance Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience performing increasingly responsible Finance services, including governmental budgeting, accounting or financial management, and a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or a related field. A Master's degree in a related field is desirable.

### **License/Certificate:**

- Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Modern principles and practices of budget administration; principles and practices of general, fund, cost and governmental accounting; principles and practices of auditing and financial control; accounting and procurement practices; research techniques, sources of financial information, and methods of report presentation; applicable federal, state, and local laws, codes and regulations pertaining to the financial operations of a municipal government; municipal government operations, including policies and procedures of the Finance Division; principles and practices of public administration, including personnel management and organizational development; office

procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Analyze and interpret financial statements and accounting records and reports; analyze and prepare budgets; prepare clear, concise and complete financial statements and reports; develop and maintain accounting and control procedures; analyze data and build forecasting models; plan and evaluate the work of assigned staff; analyze, evaluate and reconcile complex financial data, arrive at accurate conclusions and provide recommendations; recommend improvements to accounting methods and procedures; interpret complex financial rules, regulations and ordinances; make sound, independent judgements within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:**

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

**SUPPLEMENTAL INFORMATION:**

Applications must be submitted on-line through this applicant tracking system. Materials must be complete and clearly indicate the candidate meets the minimum qualifications. Incomplete, late, emailed, and faxed applications are not accepted. Resumes are not considered in lieu of the required employment application.

Certificates, resumes, and/or cover letters must be uploaded with your application through this applicant tracking system.

All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list, or discharge from employment.

**The deadline to apply is February 13, 2023, at 11:59 PM PST.**

**Apply online at:**

<https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/3783152/finance-manager-with-the-city-of-st-helena>

**APPLICATION PROCESS AND SELECTION PROCEDURE:**

**Appraisal Process – (Pass/Fail)** After the closing deadline, applications will be screened in relation to the criteria indicated in this announcement. This process may also include various interviews and/or a skills assessment exam to rank applications, and to prepare a Qualified Candidate List.

**Minimum Qualification Assessment - (Pass/Fail)** All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

**Remote Screen Interview Exam – (Pass/Fail)** Candidates who pass the application assessment will be invited to a Remote Screen Interview Examination to evaluate training, experience, and other job-related qualifications for the position. The Remote Screen Interview will be conducted via

a video conference platform and is tentatively scheduled for the week of February 20, 2023.

Successful candidates will be submitted to the City of St. Helena for further consideration.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to [dprieto@rqs.ca.gov](mailto:dprieto@rqs.ca.gov).

Neither Regional Government Services nor the City of St. Helena are responsible for failure of internet forms or email in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise Regional Government Services by mailing [dprieto@rqs.ca.gov](mailto:dprieto@rqs.ca.gov).

**The City of St. Helena is an Equal Opportunity Employer.**