



City of Guadalupe

Finance Director

Rev. 11/10/2022

POSITION SUMMARY

Under the administrative direction of the City Administrator, the Finance Director plans, directs, develops, and manages the Finance Department which provides accounting, accounts receivable, accounts payable, utility billing, revenue administration, cash management, debt management, inventory control, payroll, and purchasing services to all City departments.

ESSENTIAL FUNCTIONS

- Oversees the City's financial management programs, implementing fiscal policies and establishing financial controls.
- Oversees the preparation and administration of the annual budget, including regular reporting of actual revenue and expenses vs. budget plus development of necessary budget updates.
- Oversees the Accounting Supervisor on the collection of all City revenue and monitors cash flow for investment purposes. Revenues include property tax, sales tax, utility user tax, franchise fees, business license fees, property rental including cell site leases, building permits, development impact fees, Measure A revenue, gas tax, local transportation funds, enterprise fund revenue (water, sewer, solid waste, and transit) plus various state and federal grants.
- Supervises the payment of all approved City expenses.
- Directs the maintenance and preparation of regular reports for federal, state and local agencies, including CalPERS, the Department of Finance, CalTrans, Santa Barbara County, SBCAG, and the Federal Transit Administration.
- Works with the City's external auditing firm to prepare the Comprehensive Annual Financial Report (CAFR) pursuant to Generally Accepted Accounting Principles.
- Coordinates internal audits.
- Oversees the selection, training, and evaluation of the Finance Department staff.
- Oversees the City's accounting, payroll and utility billing software system.
- Acts as custodian of the City's financial records.

KNOWLEDGE/SKILLS

- Practices, theories, and techniques of general accounting principles and procedures, including fund accounting, as well as auditing principles and practices.
- Principles and practices of budget development and administration
- Time management and project prioritization skills.
- Principles and practices of effective personnel management, supervision, evaluation, and training.
- Pertinent federal, state and local laws, rules and regulations.
- Familiarity of automated finance and accounting systems, preferably the Tyler system.
- Practices of exemplary customer service.

EDUCATION/EXPERIENCE

- Bachelor's Degree in Accounting, Business, or Public Administration. A CPA is preferred.
- Five to seven years of increasingly responsible professional experience in accounting, preferably in a municipal setting with at least three years of supervisory experience.
- Excellent interpersonal and customer service skills.
- Possession of a valid CA Driver's License, Class C, and a satisfactory driving record and be insurable to operate City vehicles.

PHYSICAL REQUIREMENTS

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.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites.

PHYSICAL REQUIREMENTS (cont'd)

- Ability to lift, carry, push and pull materials and objects up to 15 lbs.
- Occasionally bend, stoop, handle, grip, grasp, extend neck upward, downward, or side-to-side, push, and pull drawers open and closed to retrieve and file information.
- Must have finger dexterity needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standards office equipment.
- Must have correctable vision adequate to read printed materials and a computer screen, and hearing and speech to effectively communicate in person in an office environment, before groups, and over the telephone.

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 moderately quiet.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.

COMPENSATION AND BENEFITS

The City of Guadalupe offers an attractive and competitive salary and benefits package. The current salary range for this position is \$94,802 to \$127,046 annually, DOQ. The employee benefits package includes:

- **Retirement:** through California Public Employment Retirement System (CalPERS)
- **Medical:** PPO and HMO coverage offered.
- **Dental & Vision:** There is cost sharing for both dental and vision. (City-75% and Employee-25%)

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- **Life/AD&D Insurance:** City paid term life/AD&D insurance
 - **Vacation:** Accrual rate from 10 days to 20 days per year
 - **Sick Leave:** 12 days per year
 - **Holidays:** 12 paid holidays per year, plus one floating holiday
 - **Administrative Leave:** 80 hours per calendar year (in addition to vacation)
 - Deferred Compensation (457 Plan), Employee Assistance Program, and Credit Unit are also offered
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APPLICATION PROCESS

If you are interested in pursuing this excellent career opportunity, please go to our website at www.ci.guadalupe.ca.us and download our employment application. Please submit your completed application, letter of interest, resume, and a list of 5 work-related references to Amelia Villegas, HR, at City of Guadalupe, P.O. Box 908, Guadalupe, CA 93434.

For additional information or questions regarding this position, please contact Amelia Villegas at 805.356.3893 or by email at avillegas@ci.guadalupe.ca.us

Equal Opportunity Employer