

Compensation and Benefits

The City of Clayton offers an attractive benefit package which includes:

- ◆ Salary: The annual salary range for this full - time position is \$104,748–\$127,308 DOQ.
- ◆ Retirement: CalPERS (pension plan and contribution rate dependent on member status in CalPERS). The City does not participate in Social Security.
- ◆ Deferred Compensation: The City offers deferred compensation plans with voluntary employee contributions only.
- ◆ Health Plans: “Cafeteria plan” with a monthly health contribution cap paid by City. The employee may apply City portion toward premiums for medical and/or dental under specified conditions and dependent categories.
 - Medical: Choice of Kaiser, Blue Shield, Anthem, HealthNet and/or PERS Choice (thru CalPERS).
 - Dental: Available through Delta Dental.
- ◆ Vacation Leave: Accrual starts at 2 weeks up to 5 weeks annually based on longevity and increasing with years of service.
- ◆ Sick Leave: 8 hours accrued per month.
- ◆ Management Leave: Up to 120 hours annually each fiscal year at the discretion of the City Manager.
- ◆ Holidays: The City observes 10 paid holidays, plus 3 personal holidays at employee choice.
- ◆ Life Insurance, Short-Term and Long-Term Disability: The City pays for a life insurance policy of \$50,000 and pays for Long Term Disability Insurance.
- ◆ Optional participation in a Flexible Spending Account (FSA).

The Process

To be considered for this excellent opportunity, please visit www.ci.clayton.ca.us for an application. A completed City application must be received in Human Resources by **5 p.m. on Friday, August 16, 2019** a **resume may be attached but not in-lieu of a City application**. Following the closing date, applications and resumes will be screened and the most qualified candidates will be invited to panel interviews and a preliminary chat with the **City Manager**. Conditional employment will be offered subject to successful completion of a full background check, Livescan fingerprinting, and a pre-employment physical examination.

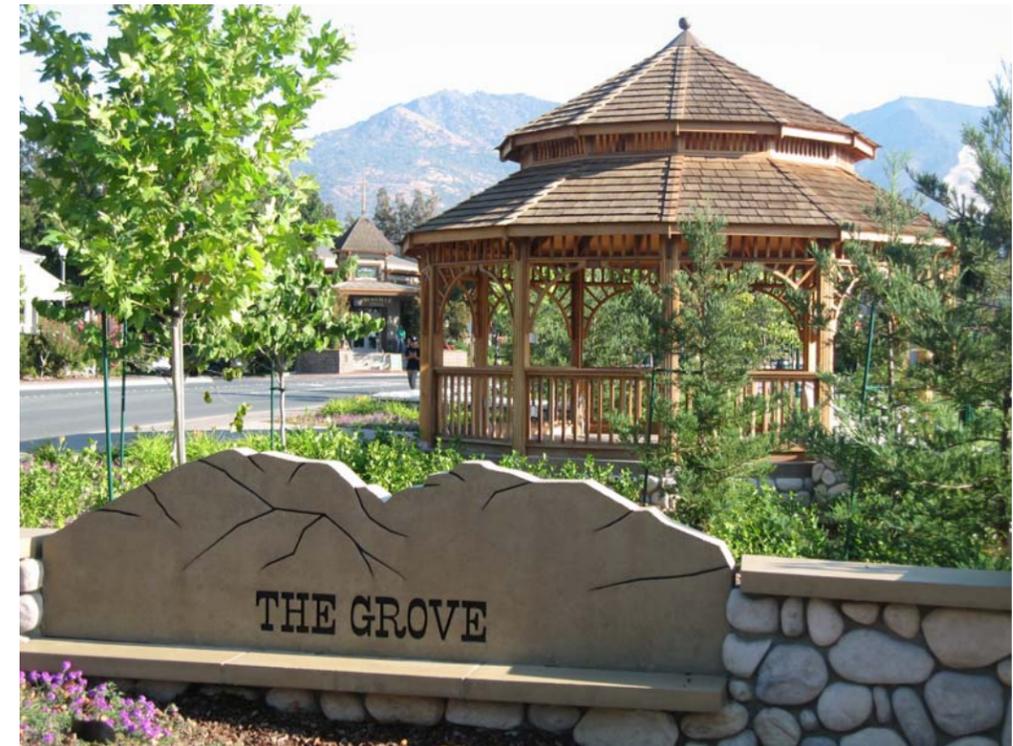
Submit application materials by mail to:

City of Clayton
Human Resources
6000 Heritage Trail
Clayton, CA 94517

The City of Clayton is an Equal Opportunity Employer. Qualified applicants are considered without regard to race, color, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age (over 40), disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected status. Candidates selected will be invited to participate in panel and individual interviews. The successful finalist must pass a Livescan/DOJ fingerprint check, a pre-employment physical examination, and a comprehensive background investigation. Upon appointment, each new employee must serve a probationary period during which the employee must demonstrate sufficient capacity and ability to perform the work assigned to this position

The City of Clayton

*invites your interest in our
position of*



Finance Manager

The City of Clayton/ City Government

The City of Clayton is now accepting applications from qualified individuals for the position of Finance Manger. Clayton is a General Law city operating under the Council-Manager form of government and has a five member locally-elected at-large City Council. Its mayor is selected by its elected officials for a 1-year rotated term of office

Clayton is nestled in a picturesque valley near the slope of a prominent northern California landmark, Mt. Diablo. The community has always felt a kinship with the mountain, its scenery, plant life, animal life, foothills, trails, meadows, and flowing creeks.

Clayton has as primary goals the historic preservation of its Town Center and the preservation of its quality of community and life in the Bay Area. Recent activity reflects the historical theme envisioned for its small downtown. The Town Center Specific Plan adopted for this area provides guidance for retaining a feeling of community and maintaining the hometown ambiance. *Money Magazine* ranked this lovely community in its Top 100 Places to Live in the Nation in 2007, 2009, and 2011.

In addition to the stunning location and beauty of the City there is a genuine “family orientation” throughout the community. While most residents commute to employment centers outside of the City yet within the Bay Area, housing in Clayton is 90% owner-occupied, which contributes directly to the pride the community displays in its appearance. The public school system is excellent, including a charter high school (public). There are many sport activities within the City, community festivals, and a hometown 4th of July parade led by kids. Clayton always places in the Top 20 safest cities in California according to FBI crime indices for cities of its size.

Clayton’s location in Contra Costa County enjoys the advantages of the cosmopolitan San Francisco Bay Area. There is a vast array of educational, social, and sports activities within easy reach of Clayton. It offers all the amenities of a small town as a place where you know your neighbor and feel safe at night.



The Finance Department and Position

The Finance Manager is a hands-on department head-level position that will have the challenge of independently directing, supervising and participating in the day-to-day financial operations of the City. This position reports and serves at-will to a City Manager, and works closely with a City Council that has historically respected the professional advice and input of staff. Periodic attendance and participation at twice per month City Council meetings is required as directed by the City Manager.

The current Finance Manager has been with the City for five and a half years and will be leaving at the end of June 2019. The Finance Department is comprised of a full-time Finance Manager and two part-time staff (Accounting Technician, and an Office Assistant/Business License Officer).

The City of Clayton has a General Fund Operating Budget of \$4.6 million and a Total Fund Budget of \$13.4 million. Even during the economic downturn the City of Clayton has been able to maintain services to the community and continues to operate efficiently within its means. The City has healthy reserves and award-winning CAFRs the last 3 years.

Qualifications

In addition to the profile described above, candidates should possess the equivalent of five years senior-level experience in government finance, accounting, and/or auditing, with a bachelor’s degree in finance, accounting, public administration or a related field.

Typical Duties

In addition to excellent management and supervisory skills, the successful candidate will possess a professional history that demonstrates the following necessary attributes and qualities (note: not limited to):

- Participates in and accepts full responsibility for all Finance operations activities and services including activities associated with payroll, accounts payable, and accounts receivable; reconciles accounts and ensures accuracy of data.
- Manages and oversees the development and administration of the City’s overall annual budget; prepares, implements, presents and controls the City’s operating and capital budget; identifies and analyzes revenue sources/projections, expenditure patterns, amortization schedules, fixed assets, and service delivery alternatives; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of an approved expenditure plan; directs the preparation of and implements budgetary adjustments and journal entries as necessary.
- Exercises the full range of supervisory authority over assigned staff (Accounting Technician and Office Assistant/Business License Clerk). Sets work priorities, selects, trains, motivates and evaluates work performance of staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Prepares and presents various comprehensive financial reports and statements, including narrative, financial, and statistical data; prepares and directs the preparation of records and reports for submission to various regulatory bodies, auditors and other governmental agencies.
- Prepares and submits all required ROPs and other documentation for the City’s Successor Agency and Successor Housing Agencies.
- Establishes, supervises and directs the planning, organizing and maintenance of general and cost accounting systems, including pre-audit, internal audit, posting of expenditures and revenues, payroll, assessments, and other related fiscal activities.
- Coordinates and conducts municipal and assessment district bond sales; maintains all bond administration and accounting; administers and oversees grant agreements between the City and other agencies, private organizations, and individual members of the public; reconciles bond and grant financing.
- Provides professional financial advice and analyses to City Manager, City Council, City departments, and City commissions and committees on City financial and accounting matters; prepares and presents written and verbal staff reports and other necessary correspondence.
- Prepares monthly, mid-year, and yearly revenue and expenditure reports, audit reports, state financial transaction reports, and other financial reports.
- Coordinates with the City Manager and appointed City Treasurer to oversee and manage the City’s investment portfolio and practices; manages the City’s cash position; performs tax reconciliations.
- Oversees the City’s Business License and Public Facility Rental programs.
- In coordination with the Human Resources Department, manages the City’s employee benefit programs; provides data information to employees and employer regarding benefit programs; audits benefit program enrollment to ensure accuracy.
- Answers and responds to a variety of inquiries and provide information regarding the assigned Finance Department activities. Provides technical expertise to user departments regarding the financial system, budget questions, proper expenditure codings, document processing, laws and regulations, and other accounting related activities.
- May be assigned by the City Manager to special projects or task forces outside the normal scope of duties, and performs other related duties as assigned.

