

EXCITING CAREER OPPORTUNITY



FINANCE DIRECTOR

Salary Range
\$104,217 - \$133,010
Annually



PARLIER FINANCE DIRECTOR

Job Purpose

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Finance Department including finance, cash management and investments, utility billing and collections, payroll, grant reporting and compliance, workers' compensation, risk management, and insurance. Coordinates assigned activities with other City departments and outside agencies and provides administrative support to the City Manager.

Essential Duties and Responsibilities

Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.

Establish, direct, and coordinate the City's budgeting, accounting, and financial reporting practices; develop and establish controls necessary to ensure the accuracy and security of all records and funds; evaluate performance of accounting procedures and financial controls; identify variances from approved or authorized practice and initiate action to ensure established controls are maintained; oversee the complete, accurate, and timely preparation of annual and interim financial reports and statements.

Knowledge of:

Governmental accounting principles and practices; internal control procedures; financial software and applications; fiscal planning; payroll and accounts payable processes; reconciliation procedures; budget development; GAAFR, GAAP, and GASB.

Experience

Eight years of responsible professional finance and accounting experience including four years of management and supervisory experience.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

BENEFITS:

MANAGEMENT POSITION –10 Vacation Days, 80 hours of Management Leave, 12 Holidays, 10 Sick Leave days, Medical, Dental, and Vision Plans, Life Insurance, Cal Pers Retirement, Deferred Comp City Match (Up to 4.5%), and Cafeteria Plan. Please contact Parlier's HR department for further information regarding benefits.

Send a cover letter and resume to Bertha Augustine, Assistant City Manager/HR Director at bertha@parlier.ca.us.