



FINANCE MANAGER

Annual Salary: \$110,904 - \$147,888

PLUS EXCELLENT BENEFITS!

The City of Gilroy is an equal opportunity employer and supports workforce diversity.





ABOUT THE POSITION

The City of Gilroy is recruiting to fill the position of Finance Manager. There is currently one Finance Manager with functional oversight of accounting and reporting, this position will be tasked with overseeing procurement and budgeting.

The goal of the Finance Department is to provide timely and accurate financial information to city management, city council and the public and administer the city's assets including cash and investments, in a prudent and responsible manner.

Under direct supervision of the Finance Director, the Finance Manager is directly responsible for functions within the accounting, budget, purchasing, payroll, utility billing, and/or payroll units and, in the absence of the Director, assumes the responsibility for all Finance Department operations. The Finance Manager is a confidential, unrepresented, exempt-level position that provides analytical data, information, and reports in support of the City's labor negotiations function.

The incumbent will have many opportunities to expand their knowledge and skills on technology implementation, utility rate studies, and rate setting processes set forth within the parameters of Proposition 218. Additionally, in this position you will have the opportunity to develop leadership abilities and personnel management skills.

ABOUT THE TEAM

The City's Finance team is a small close-knit group with a strong sense of camaraderie, and cohesion. We leverage our individual experience and expertise for collaborative problem solving and we enjoy discussing, learning, and planning new financial modeling and how they can be strategically implemented.

FIRST YEAR PROJECTS INCLUDE:

- Implementation of Tyler Munis Modules: Budgeting and Bids.
- Coordination of the comprehensive water and wastewater utility rate study.
- Review and update financial policies and procedures
- 5-year Capital Improvement Budget Update



THE IDEAL CANDIDATE

IDEAL CANDIDATE WILL:

This is an excellent mid-management opportunity for a hands-on Finance Manager with a breadth of financial services experience and skills. Together with the position qualifications, the ideal candidate will:

- Have a broad knowledge base in the areas of local government accounting, financial reporting, budgeting, grant management, utility billing, and business licensing.
- Have knowledge and experience with ERP systems and implementation, to include related technologies.
- Have strong skills in analytical and financial modeling and presentations.
- Understand the role of the Finance Department in supporting the work of all other departments in the City.
- Possess strong managerial skills and to include prior experience supervising professional, technical, and support team members.
- Have a strong aptitude for clear, concise, and direct communication, as well as the ability to succinctly summarize complex financial information in an easy to understand manner.
- Have a leadership style that is characterized by integrity, ethical decision making, responsibility, collaboration, effective problem solving, and customer service.
- Represent the Finance Department well and make effective presentations in public situations including City Council meetings and other community meetings in the absence of the Finance Director or as assigned.
- Be a skilled and organized manager who will promote an atmosphere of teamwork and professional development.
- Have the ability to prepare accurate, concise, and comprehensive fiscal analysis and reports.
- • Have a positive, can-do attitude setting an example for others within the department and throughout the organization.
- Possess strong interpersonal communication skills and work style that includes a balance of humor and humility.

EXPERIENCE & QUALIFICATIONS

- Graduation from an accredited college university with a bachelor's degree in accounting, finance, business administration, public administration, or a related field.
- Five years of increasingly responsible experience in accounting and financial reporting, including at least two (2) years of supervisory and governmental accounting experience.
- A Certified Public Accountant, Certified Public Finance Officers, or Certified Government Finance Managers accreditation is highly desirable.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- Bilingual (English/Spanish) desired, but not required.

COMPENSATION & BENEFITS

MOU REPRESENTATION:

Unrepresented Confidential Exempt Mid - Management

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- City contributes up to \$2,480.68 monthly for Medical, Dental, and Vision (EE plus 2 or more dependents)
- Vacation leave (1-5 years of employment)- 10 days
- Sick leave- Accumulation of (1) 8-hour day per month (96 hours per year)
- Holidays- 10 paid holidays (equal to eighty (80) hours)
- Personal Leave- Forty-Four (44) hours of personal leave each fiscal year
- Administrative Leave- Fifty-six (56) hours of administrative leave time each fiscal year
- Classic CalPERS formula is 2.5% at 55
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen. If special accommodations are necessary at any stage of the selection process, please contact Human Resources.





THE SELECTION PROCESS

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions
- Resume
- Cover Letter
- Certified Government Finance Manager preferred
- A list of five (5) professional references

Applications that do not include all required items are incomplete and will not be considered.

CLICK HERE TO APPLY

If you have any questions about the recruitment, please contact recruiter Joshua Boudreaux at jboudreaux@koffassociates.com or at 510-901-0044

POSITION CLOSES ON FRIDAY, FEBRUARY 4, 2021, at 5PM.

VIEW JOB DESCRIPTION AND ILLUSTRATIVE EXAMPLES OF WORK AT:
[FINANCE MANAGER](#)