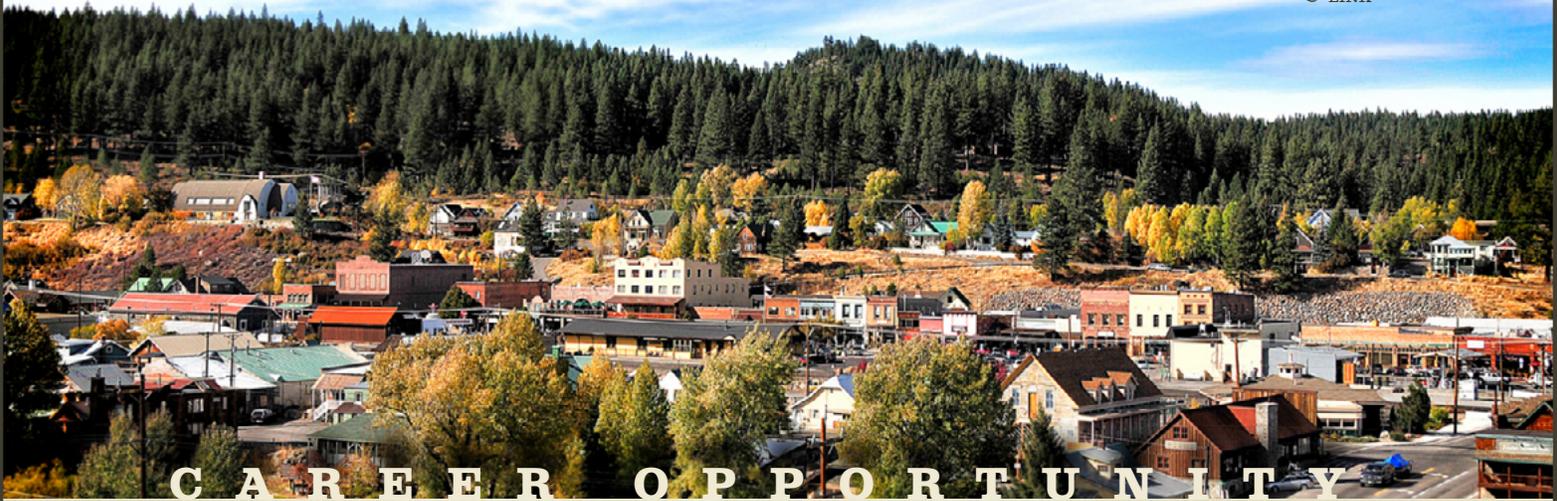


*Become a part of the Truckee life and the Truckee Way.*



C A R E E R O P P O R T U N I T Y

# FINANCE MANAGER

**TOWN OF TRUCKEE SALARY: \$104,561–\$141,157 DOE/DOQ**

**T**HE TOWN OF TRUCKEE IS LOOKING FOR A FINANCE MANAGER (MANAGER)

who is a well-seasoned leader, problem solver, and communicator to oversee the activities of the Finance Division within the Administrative Services Department. The Finance Manager will oversee a relatively new team of five staff in overseeing the Town's approximate \$33.5 million general fund budget, \$40.3 million operating budget, and annual budgeting and financial reporting activities. The Manager will work under the guidance of the Administrative Services Director and will use their people management experience to help staff grow and develop their skillsets and careers. A visionary leader who is forward-thinking and solutions-oriented is highly desirable for this role. The next Finance Manager will have a background in municipal accounting and overseeing a variety of financial operations, such as accounts payable, accounts receivable, payroll, risk management, budgeting, and purchasing. They will champion a positive and supportive work culture—where employees can learn from their mistakes and be themselves. This leader will also thrive in a casual work environment—where dogs can be seen around the office and staff sport their favorite jeans! If you can effectively lead an already talented team to its full potential while embodying the *"Truckee Way"*—**integrity, teamwork, accountability, commitment, and excellence**—apply today!

# THE TOWN/COMMUNITY

**N**ESTLED JUST OVER THE SIERRA NEVADA MOUNTAINS, Truckee is bisected by Interstate 80 and the Truckee River and is just a one-and-a-half-hour drive east of Sacramento or 20 minutes from Lake Tahoe's north shore. The Town of Truckee's approximately 33 square miles are located in Nevada County, California. The Town has existed for over 150 years. Truckee was incorporated as a municipality in 1993. Today Truckee has evolved into a destination hot spot for outdoor enthusiasts who enjoy year-round winter and summer activities. The Town has over 16,800 year-round residents [50% of Truckee's homes are occupied year-round, adding another 20,000+ residents in the summer, winter, and on holidays], and over 1.1 million visitors annually.

Representing the town's constituency is an engaged **five-member town council** committed to maintaining an excellent quality of life for all who live here and promoting a transparent, safe, responsible, and inclusive government. Truckee staff work hard to accomplish the Council's goals and keep community members informed and engaged, via numerous **boards, committees, and commissions** where constituents have a say and make an impact on the community they live in. The Town of Truckee is not a full-service city but has six departments: Community Development, Administrative Services, Town Clerk/Communications, Public Works and Engineering, Assistant to the Town Manager [including Housing, Sustainability, and Community Engagement], and Police and Public Safety. Additionally, the Town is served by several special districts including electric and water service, sanitation services, waste disposal, a local airport, parks and recreation facilities, a hospital district, and a fire protection agency.

Listed on the National Register of Historic Places, Truckee's identity is rooted in its history as a logging town and settlement for the construction of the transcontinental railroad in the 1860s. Today, its quaint historic downtown is the site for a walkabout town with charming shops, superb restaurants, an artistic hub, historical sites, boutique gift and bookstores, and several galleries. Truckee is well known for its 245 sunny days per year [despite heavy snow in the winter], an extensive mountain range [500 distinct peaks, over 12,000 feet high, which receives more snow than most other ranges in North America], beautiful lakes, hiking and biking trails [including the Emigrant Trail], road biking, several surrounding ski resorts, camping, fishing, and just about anything else that has to do with the outdoors. People of all ages have enjoyed living and raising their families in Truckee's wonderful Tahoe Truckee Unified School District with five elementary schools, two middle schools, and two comprehensive high schools, as well as two alternative schools. ***Become part of the Truckee life and the Truckee Way.***



# BEING PART OF THE TRUCKEE TEAM

**THE TOWN OF TRUCKEE UNDERSTANDS** that working conditions must evolve to meet the needs of our current and future employees. Truckee is working hard to ensure that our staff members are offered the best work environment including flexible work schedules, remote work Fridays, in-office dogs, and casual dress—yes, we mean jeans! Having the ability to enjoy your career with us, while making sure you have time to hit the slopes, kayak down the Truckee River, or enjoy a lunchtime bike ride on the Town's eBikes is imperative to the Town of Truckee's success! We are actively engaging staff to provide us with suggestions to make your Truckee experience the best it can be and look forward to having our next Finance Manager be part of this transformation.

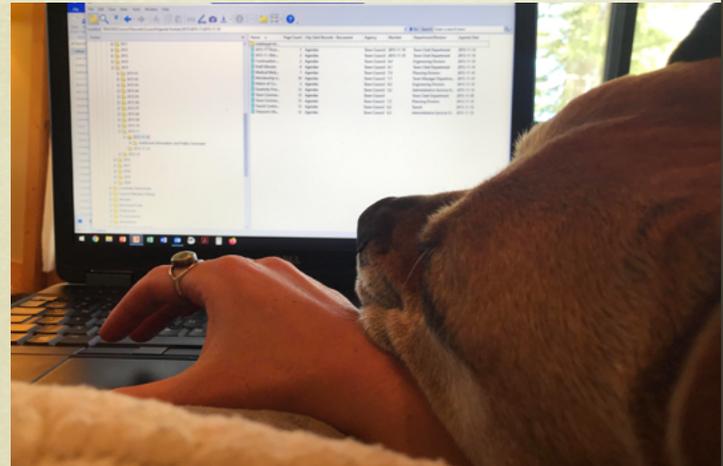


## THE DEPARTMENT & DIVISION

**THE ADMINISTRATIVE SERVICES DEPARTMENT** is made up of approximately 15 staff and is responsible for managing and safeguarding the Town of Truckee's financial resources. Administrative Services also is responsible for the areas of human resources, information technology, risk management, short-term rental compliance, and transient occupancy tax collection. The Department's mission is to serve balanced solutions so the Town of Truckee can thrive. Within the Administrative Services Department is the Finance Division which serves the Town's financial functions, including budgeting, accounting, purchasing, payroll, claims processes, and financial reporting.

# THE JOB

**T**HE FINANCE MANAGER OVERSEES the daily activities of the Finance Division within the Administrative Services Department. They report directly to the Administrative Services Director while overseeing five staff and a \$33.5 million general fund budget and a \$40.3M operating budget. Much of this role involves overseeing the annual budgeting process and financial statement reporting, along with personnel management and development. The Finance Manager oversees all things accounting: accounts payable, accounts receivable, payroll, general ledger reporting, financial reporting, budget development and administration, and claims processing while receiving support from their staff. They will develop goals for their team and create plans for achieving core objectives and work plans. This leader will become an integral part of the Administrative Services and Finance team and guide this team to success.



## FUTURE CHALLENGES & OPPORTUNITIES

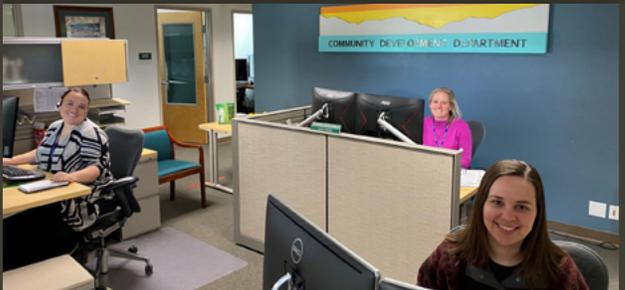
- ▶ Supporting accounting services through hiring and delegation efforts
- ▶ Developing a plan to transition the Town to a two-year budget cycle
- ▶ Assisting with the costing for, and eventual implementation of, the results of labor negotiations with the Town's two largest employee groups
- ▶ Assisting the Department Director with guiding Council through a revisioning of the Town's fiscal and purchasing policies

# THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE** will have a strong background in municipal accounting. They will serve as a visionary leader who is eager to help their team grow while also developing their own skillset. The successful candidate will be proactive, solutions-oriented, and communicative. They will develop methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures while also ensuring their team is thriving. Having experience training others is essential, as is having a supportive and patient style of leadership. The ideal candidate will be an effective coordinator, analyst, researcher, and subject matter expert for the Division.

## The ideal candidate will also...

- ▶ Encourage creative thinking and be solutions-oriented.
- ▶ Focus on others' strengths and values.
- ▶ Lead with a commitment to diversity, equity, and inclusion.
- ▶ Be committed to serving balanced solutions so Truckee can thrive.
- ▶ Create connections across the organization.
- ▶ Prioritize competing tasks.



## EMPLOYMENT STANDARDS

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying, however a typical way of obtaining these are:

- ▶ Equivalent to a bachelor's degree from an accredited college or university with coursework in finance, accounting, public or business administration, or a directly related field
- ▶ Five (5) years of increasingly responsible experience performing professional accounting and finance work, including two (2) years in a supervisory capacity

# SALARY & BENEFITS

The salary range is: **\$104,561–\$141,157 annually**; salary will be negotiated depending upon qualifications and experience. The Town of Truckee is continually evolving its working conditions to meet the needs of current and future employees. Flexible work schedules, in-office dogs, remote work Fridays, and casual work attire are just the beginning! **Benefits include:**

## **CALPERS RETIREMENT**

**PLAN:** 2.5% @ 55 for Classic PERS members, 2.0% @ 62 for new PERS members. [The Town participates in Medicare, but not in Social Security.]

**HEALTH, DENTAL, AND VISION** insurance with Town contribution to premium.

**LONG-TERM DISABILITY INSURANCE:** Employee paid, currently .89% of base pay.

**DEFERRED COMPENSATION 457:** \$2000 Town match.

**TUITION REIMBURSEMENT:** \$2,500 per fiscal year.

**RETIREE HEALTH SAVINGS:** Town contributes 2% of base pay.

**LIFE INSURANCE:** Premium paid by the Town, \$50,000 coverage limit.

**FLEXIBLE WORK SCHEDULES:** 5/8, 4/10, or 9/80 schedules.

**VACATION LEAVE:** Starting at 2 weeks per year.

**ADMINISTRATIVE LEAVE:** 2 weeks per year.

**SICK LEAVE:** 96 hours per year.

**HOLIDAYS:** 12 paid + 1 floating.

**ALTERNATIVE TRANSPORTATION (AT) INCENTIVE PROGRAM:** 5 AT commutes convert to 1 hour of vacation.



## HOW *to* APPLY

For first consideration, apply by **NOVEMBER 21** at:

>>> **WBCP JOB BOARD** <<<

**SAVE THE DATES.** The first rounds of interviews will be virtual and take place on **DECEMBER 14 & DECEMBER 16**. Finalists who move forward from Day 1 interviews will then participate in an in-person or virtual meet and greet. Date to be determined based on availability. [Candidates must be available to interview on **DECEMBER 14** or **16**].

Please contact the Administrative Services Director, Nicole Casey, with any questions:  
**[ncasey@townoftruckee.com](mailto:ncasey@townoftruckee.com)**  
**[530] 582-2935**

*Our Town team demonstrates an understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, gender, gender identity and expression, and sexual orientation of Town staff and our community that we serve.*