

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



City of
SACRAMENTO

DIRECTOR OF FINANCE

FINANCE DEPARTMENT | CITY OF SACRAMENTO, CALIFORNIA

SALARY: \$153,584–\$230,377

THE CITY OF SACRAMENTO SEEKS A DIRECTOR OF FINANCE to lead the City's Finance Department, including six divisions, with oversight of the City's operating budget, capital improvement program, accounting, revenue collection, payroll, purchasing, and public infrastructure finance. The position will represent the City and provide technical financial guidance and expertise to staff, City leadership, other City Departments, City Council, and outside agencies. The ideal candidate will bring several years of experience in managing complex comprehensive finance programs in a public sector environment, finance systems such as PeopleSoft, and current and long-range financial planning and will have the ability to understand the details, as well as the greater strategy to execute the City's vision and goals.

THE COMMUNITY & THE CITY

SACRAMENTO, CALIFORNIA, IS A METROPOLITAN CITY where you will find cultural attractions to inspire you, cutting-edge cuisine to impress you, and history to enrich you. Located at the confluence of the Sacramento and American Rivers, Sacramento provides an abundance of rivers, trails, and parks for recreational activities such as hiking, biking, fishing, and much more. As the sixth-largest city in California and the state capital, it is a metropolitan hub known as the state's political center as well as an ideal location to work, live, and raise a family. Sacramento is centrally located and has a diverse population and a wide array of year-round activities.



Sacramento is a charter city operating under the council/manager form of government. Sacramento provides a full array of municipal services including public safety (police and fire); community development; economic development; public works; community response; utilities; convention and culture services; youth parks and community enrichment; and the traditional internal management support functions (finance, information technology, and human resources/labor relations). The City has an annual budget of \$1.45 billion for operations and capital improvements and a combined General and Measure U Fund budget of \$678 million, and 17 departments and offices, with 4,992 full-time equivalent employees providing a full range of municipal services to a population of approximately half a million.

THE FINANCE DEPARTMENT

THE FINANCE DEPARTMENT has approximately 94 employees and manages the City's \$1.45 billion budget, with a Department operating budget of approximately \$14 million annually. The Finance Department is responsible for overseeing the financial management of the City and currently provides accounting, budgeting, payroll, infrastructure finance, procurement, billing, collection, parking citation, and revenue collection. Internal services and programs include strategic planning and policy analysis.

The mission of the Finance Department is to educate, inform, and provide excellent internal and external customer service with integrity, efficiency, and quality.

The Department is comprised of six divisions including: Accounting, Budget, Policy & Strategic Planning, Infrastructure Finance (special districts), Procurement Services, Payroll, and Revenue.

ACCOUNTING: Responsible for preparing annual financial statements and providing oversight for the system of internal controls to safeguard City assets.

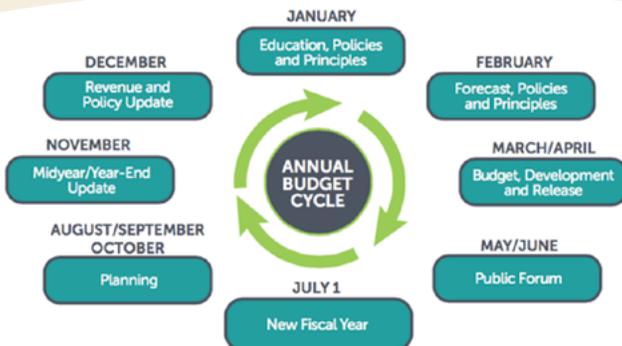
BUDGET, POLICY, & STRATEGIC PLANNING: Responsible for the development and preparation of the annual operating budget, five-year capital improvement program, and quarterly financial reports.

PAYROLL: Responsible for maintaining and monitoring internal controls to ensure transactions comply with current labor agreements, policies, rules, laws, and regulations and issuing bi-weekly paychecks for active employees and monthly paychecks for SCERS Retirees.

PROCUREMENT SERVICES: Responsible for the development, implementation, and compliance with citywide policies for the acquisition of goods and services through competitive bidding, as well as contract and purchase order administration.

INFRASTRUCTURE FINANCE: Responsible for the formation and administration of financing plans, assessment districts, tax districts and fee districts for development and the continuance of services in support of goals to achieve sustainability and enhance livability.

REVENUE: Responsible for the coordination and collection of citywide taxes, citations, permits, and fees for service; administers the special business permit and tax programs for over 22,000 businesses.



For more information regarding the City's budget:

[CITY BUDGET](#)

To see what the Finance Department is currently working on, visit:

[FINANCE DEPARTMENT](#)



THE JOB & IDEAL CANDIDATE

THE DIRECTOR OF FINANCE REPORTS to an Assistant City Manager and is responsible for providing financial guidance and expertise to staff, City leadership, other City departments, City Council, and outside agencies. This position will manage the development, implementation, and administration of the Finance Department's goals, objectives, policies, and priorities and will provide elected and appointed officers with financial information on City operations, as well as represent the Finance Department to other City departments and outside agencies.

This position also monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes; and oversees the receipt and disbursement of funds in accordance with the requirements of the City Charter and State and Federal laws.

The ideal candidate will be a collaborative and self-motivated professional who possesses a strong skill set that includes leadership, financial expertise, and internal and external customer focus. The Director of Finance will help develop a vision for City finance, nurture an organizational culture that builds trust between departments and the community, strategically manage Sacramento's unique environment, and develop and lead division managers to collaborate, partner, and resolve complex issues. As the Director of Finance, you will be working on exciting projects in the future such as:

- ▶ Develop and implement a new business permit system.
- ▶ Implement a grants management system.
- ▶ Conduct a fee study to ensure full cost recovery of special business permits.
- ▶ Update/streamline and implement citywide policies and procedures.

The successful candidate will have a high level of political savvy and emotional intelligence as well as demonstrated experience working directly with elected and appointed officials. The ideal candidate will be an excellent communicator with the ability to present complex concepts, data, and objective recommendations to decision-makers. California municipal finance experience is highly desirable. We are looking for a true leader, someone who can find creative solutions to get things done and work collaboratively across departments to actualize organizational improvements.



THE IDEAL CANDIDATE WILL:

- ▶ Lead by example.
- ▶ Handle difficult conversations with a positive attitude.
- ▶ Be an excellent project manager.
- ▶ Represent the Finance Department at key meetings including City Council meetings, Council Standing Committee meetings, the city boards and commissions to present, explain, and make recommendations on a variety of financial issues.
- ▶ Be a problem solver, collaborator, and partner to all City Departments.
- ▶ Have an expert level of understanding of municipal budget preparation and administration.
- ▶ Be an excellent communicator and facilitator with an ability to resolve issues and build consensus.
- ▶ Be a leader in advancing the City's race and gender equity initiatives and policies, working with affected communities and internal stakeholders.
- ▶ Have political savvy and be available and responsive to the Council, the community, and the media.
- ▶ Be well versed in accounting and auditing theory, principles and practices and their application to a wide variety of financial transactions, and problems with particular emphasis on governmental accounting practices.
- ▶ Have demonstrated knowledge of all applicable Federal, State, and local laws, codes, and regulations.

For the full job specifications visit:

>> **EMPLOYMENT, CLASSIFICATION, & DEVELOPMENT** <<



MINIMUM QUALIFICATIONS

- ▶ A bachelor's degree from an accredited college or university in public or business administration, accounting, mathematics, finance, or a related field.
- ▶ Eight years of progressively and extensive responsible management level experience involving the administration and management of a comprehensive finance program, including at least four years of project management and supervision.
- ▶ A master's degree in one of the above educational fields or current registration as a Certified Public Accountant may substitute for one year of the required supervisory (not management) experience.

SALARY+BENEFITS

Annual Salary: **\$153,584–\$230,377** and an attractive benefits package that includes:

RETIREMENT/PENSION 2% at age 55 retirement formula for Classic PERS members; or 2% at age 62 retirement formula for new enrollees to PERS.

HEALTH INSURANCE Medical, Dental, Vision Care, and EAP benefits are offered through the City. The City offers three medical providers and provides a contribution toward medical, dental, and vision premiums. Medical, Dental, Vision Care, and EAP benefits are offered to all regular employees and their eligible dependents.

401(A) 4% City contribution, 5% employee contribution

OTHER INSURANCE Group Life and Disability Insurance.

DEFERRED COMP City-sponsored 457 Deferred Compensation Plan administered by Nationwide.

FLEXIBLE SPENDING ACCOUNT The City offers a Healthcare, Dependent Care, and Transportation FSA.

VACATION 80–160 hours per year; accrual rate based on years of service.

LEAVES 80 hours of management leave at the beginning of each fiscal year; up to 96 hours of sick leave per year. Leave hours are prorated for new hires.

HOLIDAYS 13 designated days and two floating holidays per year.

TECHNOLOGY STIPEND Up to \$100 per month.

VEHICLE STIPEND \$500 per month.

[>> MORE DETAILED BENEFITS INFORMATION <<](#)



HOW TO APPLY

For first consideration apply by **FEBRUARY 21** here:

[>>> WBCP JOB BOARD <<<](#)

SECURE THE DATES

Interviews will be held virtually via Zoom on **MARCH 13** and a final in-person round will take place on **MARCH 24** (candidates invited to interview will need to be available for both days).

Please contact your recruiter, Sam Sackman, with any questions:

541.630.0657 Direct

866.929.9227 Toll-Free

sam@wbcpinc.com

The City of Sacramento is an equal opportunity employer encouraging workforce diversity. Applicants can learn more about the City's current diversity, equity, and inclusion priorities and initiatives [here](#).