



NOTICE OF RECRUITMENT

FINANCE MANAGER

\$6,944 - \$8,440/month

Paid bi-weekly

THE POSITION: Under general direction of the Administrative Services Director, to plan, organize and manage the City's financial management program, including investments of funds, accounting and revenue administration and independently performs a variety of administrative and analytical work that is involved in the analysis, preparation and implementation of the City's annual budget.

QUALIFICATIONS: Five years of experience in financial management and/or budget preparation and analysis. A Bachelor's degree from an accredited college or university majoring in accounting, public or business administration or a closely related field. Municipal experience is preferred. Possession of a valid and appropriate California Driver's License issued by the Department of Motor Vehicles.

THE BENEFITS: Benefits include health, dental, and optical insurance for employee and dependents; PPO plan at a minimal cost for full family, EPO plan at no cost for full family; City paid universal life, long-term disability and accidental death & dismemberment insurance for employee; educational assistance; and annual Well-fitness incentives. Employees accrue sick leave at 13 days/year, 10 days/year vacation. The City observes 13 paid holidays/year (11 designated, 2 floating). The City is a member of the California State Employees Retirement System (PERS); 2% @ 55 formula for classic/legacy members; 2% @ 62 formula for new members (as defined by PEPPRA). The City does not pay into Social Security.

THE SELECTION PROCESS: Applications and supporting material will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include written and practical examinations including written and verbal translation skills, oral board interview, department interview, background investigation, post-offer medical examination, drug screening, and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. (559) 591-5900 ext. 108, by 5:00 p.m. on **June 11, 2021**. A City application is required. Postmarks are **not** accepted. EOE www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, sexual orientation or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

DEFINITIONS: Under general direction of the Administrative Services Director, to plan, organize and manage the City's financial management program, including investments of funds, accounting and revenue administration and independently performs a variety of administrative and analytical work that is involved in the analysis, preparation and implementation of the City's annual budget.

EXAMPLES OF DUTIES

- Plans, organizes and supervises accounting, budgeting, auditing, utility billing, ambulance billing, payroll, purchasing, and finance functions
- Reviews, researches, analyzes and prepares the City's annual budget, fund balance, financial and accounting reports for various purposes in accordance with generally accepted accounting principles
- Coordinates the City's budget preparation processes, including budget amendments, budget transfers, journal entries and staff reports
- Prepares worksheets, schedules and exhibits comprising all budget documents
- Participates in the City Council budget hearings and other meetings regarding the City's revenue and expenditures
- Participates in the development of City-wide fiscal goals and objectives
- Manages implementation of accounting systems and procedures
- Prepares and recommends policies and procedures for investments
- Manages physical inventory of City properties and capital assets
- Supervises staff including training, development, hiring, terminations, performance issues and discipline
- Prepares and reviews performance evaluations
- Performs fund balance analysis on all funds
- Prepares technical reports of proposed projects and special studies
- Reviews and analyzes all fees and rates proposal by the departments
- Monitors Citywide departmental expenditure and revenue patterns
- Tracks various legislative changes that would impact City operations and corresponds with the legislature regarding these changes
- Reviews and interprets various State and Federal regulations relating to grant projects
- Administers grants and contracts
- Performs related work as required

EMPLOYMENT GUIDELINES:

Knowledge of:

- Advanced governmental accounting principles, practices and procedures including applicable Federal, State and government agency laws and regulation pertaining to governmental budgeting, accounting and the investment of City funds
- Principles and practices of municipal budget preparation, analysis and terminology
- The theory and practice of accounting and auditing
- Research, planning and statistical methods
- Principles and practices of grant and contract administration
- Principles and practices of organization and public administration
- Principles of supervision, training, and performance evaluations
- Computer usage and applications including spreadsheets
- Advanced English grammar, usage, spelling and composition

Ability to:

- Plan, organize, and supervise the overall operation of the Finance Division to maximize available resources to meet program and service goals
- Properly interpret and make recommendations in accordance with laws, regulations and Policies
- Analyze and interpret fiscal and accounting records and data
- Read, understand, interpret and apply laws, rules and regulations to specific accounting and financial situations
- Develop and compile citywide municipal budget
- Prepares accurate financial and statistical reports
- Administer several operational contracts and grants simultaneously
- Supervise, train and review the work of subordinate personnel
- Communicate effectively with the public, city officials, and other employees
- Deal constructively with conflict and develop effective solutions
- Operate and use modern office equipment including computers and applicable software
- Operate a vehicle observing legal and defensive driving practices
- Speak and write effectively to express ideas on technical subjects clearly and concisely
- Make public presentations
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships

Education/Experience/Training: Five years of experience in financial management and/or budget preparation and analysis. A Bachelor's degree from an accredited college or university majoring in accounting, public or business administration or a closely related field. Municipal experience is preferred.

License/Certification: Possession of a valid and appropriate California Driver's License issued by the Department of Motor Vehicles.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is primarily sedentary and may involve prolonged periods of analytical work
- See well enough to read small print
- Mobility to move from one work area to another and dexterity to write and operate office machines such as a calculator and computer
- Strength to lift, carry or push office equipment and supplies used in normal job functions
- speak and hear well enough to communicate in person, over the telephones and address groups of up to 100 people
- Flexible hours resulting in a work day of longer than eight hours
- Travel locally and attend meetings during the evening hours.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

NAME:	Last Name	First Name	Middle
ADDRESS:	Street/P.O. Box	City	State Zip Code
TELEPHONE: ()	Home	()	Business () Cell
EMAIL ADDRESS: _____			

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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