

SEEKING APPLICATIONS FOR

DIRECTOR OF FINANCE/TOWN TREASURER

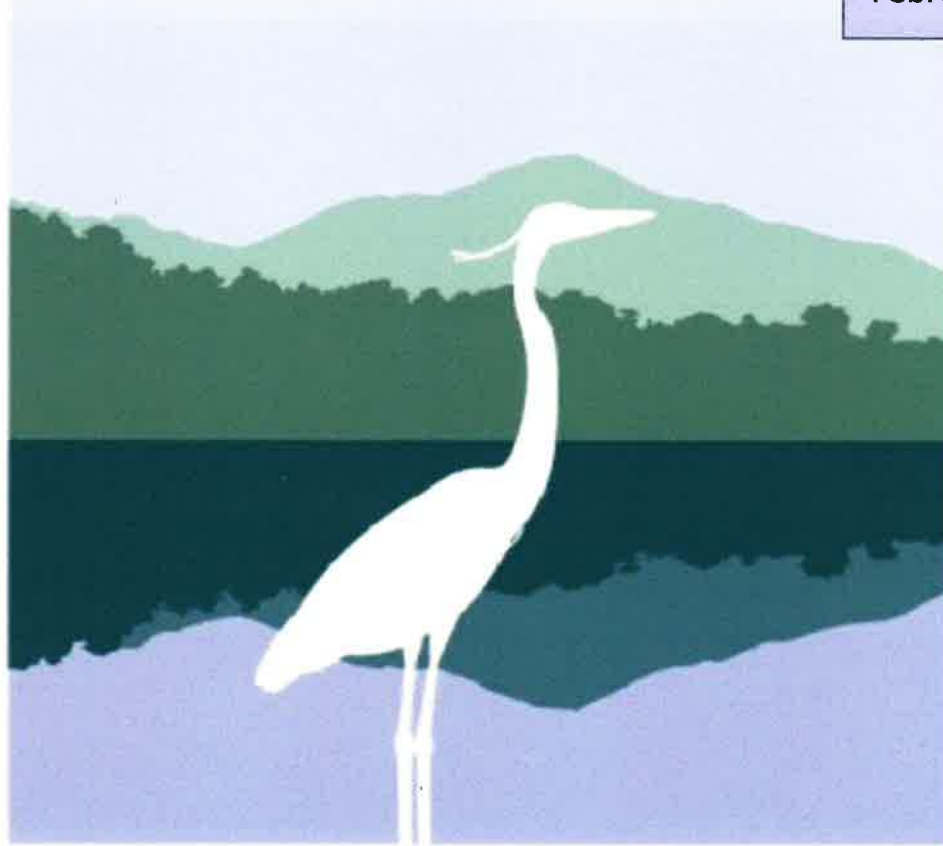
ANNUAL SALARY

\$142,260 — \$172,944

FINAL FILING DATE:

TUESDAY

February 21, 2017



THE TOWN OF
CORTE MADERA

MARIN COUNTY CALIFORNIA

THE TOWN

Corte Madera is located in Marin County, California. Incorporated in 1916, the Town is bordered by Mt. Tamalpais on the west and the San Francisco Bay on the east. Corte Madera comprises an area of four square miles of land, plus surrounding bay tidelands. This is a small town of approximately 9,425 residents, located 8 miles north of the San Francisco Golden Gate Bridge. The Town generally feels sunshine as it peeks through the fingers of fog that flow over Mt. Tamalpais. Hiking, biking, boating and scenic drives provide some of the most beautiful views in the western United States.

The Town has a wide diversity of neighborhoods, ranging from older hillside areas to newer bayfront subdivisions on San Francisco Bay. Corte Madera has a strong economic base, with some of the finest commercial centers in Marin County.



THE DEPARTMENT OF FINANCE

The Finance Department accounts for the collection and disbursement of all monies; invests funds; provides numerous financial statements and reports on financial position; performs budgetary management; administers the business license ordinance; assists the Town Manager in risk management and other general administrative functions

Typical functions include:

Perform feasibility studies and systems analysis; develop recommendations and implement enhancements, additions, and changes in methods, computerized procedures, and software.

Oversee the transition to a new computerized financial services software system.; administer and maintain the computerized system.

Perform management studies and analyses relating to organization, systems, procedures, cost-effectiveness, and compliance with financial legislation; perform long-term financial forecasts and analyses.

Typical functions (continued):

Prepare and implement the Town budget; prepare summaries, charts and narrative descriptions for inclusion in the budget document.

Issue annual published financial statements

Maintain general, revenue and expenditure ledgers

Manage Town property

Process bills for payment

Process purchase orders

Provide financial reports

Process payroll, employee enrollments, and employee benefit programs

Provide monthly investment reports



THE IDEAL CANDIDATE

The successful candidate will have a proven track record and be able to demonstrate the following abilities:



- ◆ Provide administrative and professional leadership and direction for the Town's finance functions and other areas as assigned; delegate authority and responsibility.
- ◆ Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient finance.
- ◆ Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility.
- ◆ Identify and respond to community, Town Manager, and Town Council's issues, concerns, and needs.
- ◆ Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- ◆ Effectively use a variety of computer programs including Microsoft Office suite and specialized Financial programs
- ◆ Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- ◆ Prepare, examine and verify the full range of financial documents and reports. Research, collect, compile, and analyze information and data.
- ◆ Perform accurate mathematical and statistical computations.
- ◆ To know, understand, interpret, and implement related state and local regulations.

Experience and Training

Experience: Six years of responsible governmental accounting and financial experience including three years of administrative, management and supervisory responsibility in a public agency.

Training: A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field; a Master's degree and/or possession of a Certification as a Public Accountant is desirable.

SALARY AND BENEFITS

Detailed information regarding salaries and benefits can be found at <http://www.ci.cortemadera.ca.us/247/Human-Resources>. The pay range will be 20DA in the Department Head Resolution and Benefits are provided in the Benefits Matrix for Department Heads

Retirement:

Tier 1—“Classic PERS Members” - 2.5% @ 55 Basis—single highest year

Tier 2— Not “Classic Members” - 2% @ 62 Basis - 36 month average

Insurance Coverage:

The Town contributes to Health, Dental, Vision, Life, and Long Term Disability .

Retiree Health:

For new hires, the Town contributes PERS Minimum Employee Contribution (MEC) and to a Retirement Health Savings Account (RHSA) as follows :

0-3 Years of Service – No Contribution

4-10 Years of Service - \$1200/year

11+ Years of Service - \$1500/year

Paid Leave:

Holidays—10 + 3 floating per year + 1 day Christmas or New Year’s Eve

Vacation— 80 to 168 hours per year based on years of service

Sick Leave—96 hours per year

Selection Process

Each applicant must submit email submittals including:

1. A Resume
2. Responses to the below Supplemental Questions to:

Janice Koch | Human Resources Manager
jkoch@tcmmail.org

A Town of Corte Madera application and a copy of your college transcripts or diploma must be submitted upon appointment into the position. To apply, email your resume and responses to the supplemental questions to jkoch@tcmmail.org no later than the FINAL FILING DATE. Post-marks will not be accepted. Applicants are responsible for ensuring receipt of submitted materials.

Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of an application screening, written and/or practical exam, oral interview, or any combination. Information contained herein does not constitute either an expressed or implied contract. These provisions are subject to change.

Supplemental Questions

These supplemental questions will be used to help determine your qualifications for this position, and whether you continue in the recruitment process. Be sure to answer the questions thoroughly and completely. You must submit responses to the supplemental questions and attach them to your resume.

Describe your experience, relevant to this position, in the following areas (Include duration of experience, in months and dates worked, and where experience was obtained). OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.

1. Please tell us about the extent to which you have been involved in transitioning to or utilizing a financial services software program. What kinds of challenges did you encounter and what was the outcome?
2. Please briefly describe your supervisory style. What techniques did you use to ensure that your staff provides excellent customer service and that they are effective, efficient and accurate in their daily responsibilities?
3. Please provide an example of one effective graphic and/or narrative report on that you created and presented to a governing council or board.