



**Applications now being accepted
for the position of:**

**City of Corning
Assistant Finance Director**

Starting Salary: \$82,499.82 - \$100,279.14/yr.

THE POSITION:

This is a permanent full-time confidential management level position with the duty location at City Hall, located at 794 Third Street, Corning, CA. The work schedule is generally Monday through Friday, 8am to 5pm. The current salary range is \$82,499.82 (Step "A") to \$100,279.14 (Step "E") and will be determined based upon qualifications & experience.

IDEAL CANDIDATE:

Under City Manager direction, the successful candidate can perform:

- Complex financial analysis/statistical record keeping;
- Plan, organize, coordinate, & supervise staff and operations of the Citywide departmental accounting, financial services, & transaction systems of the Finance Office.

DEFINITION:

Under the general direction of the City Manager/Finance Director, performs the most complex financial analysis and statistical record keeping assignments plans, organizes, oversees, coordinates, and manages the staff and operations of City-wide departmental accounting and financial services and the transaction systems of the Finance Office; performs financial management policy analysis and auditing; reviews and updates accounting procedures, performs special studies and projects, prepares and processes payroll. The Assistant Finance Director reports directly to the City Manager/Finance Director and is a confidential position within the City.

THE CITY:

Corning is a rural community with a population of 7,993 plus. It is located in Tehama County within the Sacramento Valley, 112 miles north of Sacramento on Interstate 5, and approximately 25 miles northeast of Chico.

The area offers excellent opportunities for those interested in hiking, hunting, fishing, and all phases of recreation. The Community has excellent schools, a Library, and numerous Churches of various denominations. Advanced Educational opportunities are available at Shasta and Butte Community Colleges, and Chico State University, Chico. The City of Corning has an excellent environment for the growth and development of individuals and families.

EXAMPLES OF DUTIES:

- Provides work direction/organization for an assigned group of office and accounting support staff.
- Reviews work of subordinate staff for accuracy, completion, and compliance with applicable policies, procedures, & standards.
- Supervises collection of taxes, fees, and other receipts in accordance with laws and regulations, and assists in maintaining fixed asset records.
- Prepare/processes General Ledger journal entries, reconciles/balances statements; adjusts balances & carries over proper amounts at close of fiscal year.
- Prepares required City, State, Federal, and other government agency reports, including tax reports and City awarded grants under the direction of the City Manager.
- Makes/oversees fund transfers within legal requirements, assists City Treasurer with the investment of City funds.
- Prepares budget estimates, assists with annual budget preparation, and monitors approved budgets.
- Experience with government payroll, including deductions, tax withholdings, and accruals highly desirable.
- Assists with new employee onboarding, including, but not limited to, processing new hire paperwork, benefits enrollment, payroll, and new employee orientation.
- Analyzes new and existing employee benefit programs and makes recommendations to the City Manager/Finance Director.

DESIRABLE QUALIFICATIONS:

Education: A bachelor's degree from an accredited College, University, or equivalent in finance, accounting, public administration, business management, or related field is highly desirable.

Experience: 5 years of increasingly responsible experience in governmental and/or financial management and lead or supervisory responsibilities.

REQUIREMENTS:

Applicant Must:

- **Be 18 years of age at the time of application deadline and have a High School Diploma/G.E.D.**
- **Be a US citizen or a permanent resident alien who is eligible and applied for U.S. citizenship.**
- **Possess a California Driver's License with satisfactory driving record.**
- **Be "Drug Free."**
- **Possess safe work practices.**

BENEFITS:

The City provides:

- Contributes up to \$1,980/mo. for Medical, Dental & Vision;
- **Salary:** \$6,874.99 - \$8,356.60/mo. (\$39.66 - \$48.21/hr.)
- **Paid Holidays:** Eleven (11) Paid Holidays;
- **Vacation Pay:** 120 hours of paid vacation after 1-year of service (can use accumulated vacation after 6 months of employment), 160 hours after 7-years of service and 200 hours after 15-years of service.

- **Sick Leave:** Employees receive 8 hours of sick leave per month. Unused sick leave is accrued up to a total of 1,920 hours to help protect an employee in the event of a serious illness.
- **Retirement:** CalPERS Retirement defined by CalPERS as one of the following:
 - Tier II Classic Member - 2% @ 60 Retirement Formula; based upon 3-year average, or
 - Employees subject to Public Employees' Pension Reform Act of 2013 – 2% @ 62, based upon 3 yr. average.
- **Insurance:** City contributes up to \$1,980/mo. for medical, dental & vision with a choice of 5 policies. The City provides \$100,000 Life Insurance coverage in accordance with the current Management Unit MOU.
- **457 Deferred Compensation Plan:** Employee match up to \$75/mo.

COMPETITIVE SELECTION PROCESS, APPLICATION REVIEW BOARD:

Applicants must submit a City of Corning application with clear and complete information stating qualifications for the position. A resume can be attached. Qualified candidates will advance to the written exam.

Written Examination:

This position will have a written exam in the first step of the process.

Oral Interview:

This interview will evaluate your training, experience, and personal qualifications.

Medical Examination:

Candidates must successfully complete a medical examination, including a drug screen, to determine if they meet the City's medical standards for this position.

ADA:

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage in the testing process, please provide the Personnel Department with advance notice and your request will be considered.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

TO APPLY:

Please submit a completed City of Corning online employment application to <https://www.corning.org/job-application-form/>

If you have any questions, please contact Administrative Services Manager Lisa Linnet at (530) 824-7033.

**Recruitment Closing Date:
Friday, March 22, 2024, 5:00 p.m.**

THE CITY OF CORNING IS AN AFFIRMATIVE ACTION – EQUAL OPPORTUNITY EMPLOYER

\$82,499.82 - \$100,279.14

ASSISTANT FINANCE DIRECTOR – Confidential

DEFINITION:

Under the general direction of the City Manager/Finance Director, performs the most complex financial analysis and statistical record keeping assignments plans, organizes, oversees, coordinates, and manages the staff and operations of City-wide departmental accounting and financial services and the transaction systems of the Finance Office; performs financial management policy analysis and auditing; reviews and updates accounting procedures, performs special studies and projects, prepares and processes payroll. The Assistant Finance Director directly reports to the City Manager/Finance Director and is a confidential position within the City.

DISTINGUISHING CHARACTERISTICS):

Under direction of the City Manager, provides lead supervision to Accounting Support Staff. Provides work direction and organization, as well as reviews work of subordinate staff for accuracy and completion in the processing and issuance of Purchase Orders, Licenses and Utility Billings. Monitors and maintains the City's payroll and payroll system. Coordinates journal entries for the General Ledger and Accounts Payable/Receivable, and assists in work planning/scheduling, record keeping, report preparation and employee evaluation activities. Provides vital assistance to the City Manager during annual City Budget preparation. Performs other related duties as assigned.

DUTIES & RESPONSIBILITIES (may include, but are not limited to, the following):

- Provides work direction and organization for an assigned group of office and accounting support staff.
- Reviews work of subordinate staff for accuracy and completion, and compliance with applicable policies, procedures, and standards.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Assists in maintaining fixed asset records.
- Prepares and processes journal entries for the General Ledger, reconciles and balances statements; adjusts balances and carries over proper amounts at the close of fiscal year.
- Prepares reports required by the City and other government agencies under the direction of the City Manager to ensure transparency.
- Preparation of State and Federal Reports, including tax reports.
- Makes or oversees making of fund transfers within legal requirements.
- Works with City Treasurer in the investment of City funds.
- Prepares budget estimates, assists in the preparation of the annual budget, and monitors approved budgets.
- Completes fiscal reporting and oversight for grants awarded to the City.
- Analyzes new technologies pertinent to the Finance Department and makes recommendations to the City Manager/Finance Director.
- Analyzes Finance Department operations to ensure efficient operations that provide excellent customer service.
- Analyzes new and existing employee benefit programs and makes recommendations to the City Manager/Finance Director.
- Reconciles and maintains all payroll records; maintains and updates employee compensation records; review and audit employee time sheets and payroll deductions, including tax withholdings; prepares payroll tax and insurance records.
- Collaborates with management on human resource related issues.
- Assists in new employee onboarding including, but not limited to, processing new hire paperwork, benefits enrollment, payroll and conducts new employee orientation.
- Assists with external audits of City financial records.
- Assists in maintaining computer record-keeping systems; troubleshoots problems and provides user training and support.

- Attends meetings, training, workshops, conferences, etc., as appropriate to enhance job knowledge and skills.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws, Codes and Regulations governing fiscal operations of the department, including complex State Revenue and Tax Codes and Requirements.
- Considerable knowledge of modern governmental accounting theory, principles, and practices.
- Knowledge of public finance and fiscal planning.
- Working knowledge of budgetary, accounting and reporting systems, Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.
- Ability to establish and maintain effective working relationships with employees and city officials.
- Effectively supervise staff, principles of training and work direction.
- Principles and methods of financial and statistical record-keeping and budget preparation.
- Journal entry and auditing principles.
- Government procurement methods.
- Accounting mathematics.
- Modern office technology, including the use of software such as Microsoft Outlook, Word and Excel, including the use of pivot tables. Fund accounting software experience is a plus.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Analyze accounts, financial feasibility of projects and proposed programs; prepare complete and accurate reports and financial statements. Communicate clearly and concisely, in both oral and written form. Establish and maintain effective work relationships with those contacted in the performance of required duties. Research, analyze and implement federal, state, and local rules and regulations, including Generally Accepted Accounting Principles.
- Interact effectively with the public and employees; perform complex accounting procedures; Learn to perform a wide variety of governmental accounting work; compile, interpret and analyze financial data; analyze accounting and financial procedures for purposes of improving the system or identifying areas for automation, work well under pressure, learn, and perform the job duties of each subordinate employees; and exercise supervisory skills.

Education and Experience:

Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A bachelor's degree from an accredited college, or university, or equivalent in finance, accounting, public administration, business management, or related field is highly desirable.

Experience:

Five (5) years of increasingly responsible experience in governmental and/or financial management and lead or supervisory responsibilities.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record.

Pay scale as of March 2024:

Assistant Finance Director	A	B	C	D	E
Hourly	39.66	41.65	43.73	45.92	48.21
Monthly	6,874.99	7,218.75	7,579.67	7,958.67	8,356.60