

Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this exempt position is \$119,097-\$144,763 per year.

The benefits package includes:

- Retirement: CalPERS Retirement System – 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRA. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month.
- Paid Holidays: 14 holidays per year.

The Recruitment Process

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager -
clanning@sonomacity.org

Please call Cathy Lanning-707-933-2217 or Sue Casey 707-933-2215 for more information.

Search Schedule:

Resume filing deadline...5:00pm, Friday, September 10, 2021

Preliminary Interviews.....Week of September 28, 2021

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

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Sonoma CA 95476
707.938.3681 phone
707.938.8775 fax
www.sonomacity.org



City of Sonoma
California



Deputy Finance Director

~Apply Immediately~
Application deadline is 5:00 p.m., Friday, September 10, 2021

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Deputy Finance Director position.



The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly small town atmosphere with residents that are actively engaged in city policies, volunteerism and non-profits, as well as community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 11,556 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community festivals and drawing the community together all year round.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 39 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire District – both of these relationships are active partners within the City's leadership team. Wholesale water is provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

The Position

The City of Sonoma is seeking qualified candidates for the position of Deputy Finance Director. Reporting to the Assistant City Manager/Administrative Services Director, the Deputy Finance Director plans, organizes, and oversees the daily operations of the Finance Department including: budget development and implementation; accounting management; annual audits; debt financing activities; investment and bond management; revenue collections; financial reporting; and grant functions. This position requires a hands-on accounting professional who is responsible for the posting, balancing, and reconciliation of the general ledger and subsidiary accounts, ensuring accuracy and legal compliance for accounting transactions, assisting in the preparation of the annual budget, monthly and annual financial reports, and ensuring proper internal controls and compliance are in place. The Deputy Finance Director will provide highly responsible and professional staff assistance to the Assistant City Manager/Administrative Services Director; and exercises direct supervision of the Finance Department's 3.0 FTE's.



The Ideal Candidate

The successful candidate for the position of Deputy Finance Director will have demonstrated the ability to provide departmental and organizational leadership. The ideal candidate will have extensive knowledge of local government finance and accounting principles as well as experience managing/supervising the daily operations of a municipal finance department including utility billing, accounts payable and receivable, revenue collections, and payroll.

Other characteristics of the ideal candidate include:

- Strong ethical framework to uphold the public trust while ensuring accountability, customer service, and efficiency.
- Proven leadership skills to supervise, evaluate and mentor department staff while fostering an effective plan for succession.
- Experience with strategic financial plan development, implementation, and outcomes.
- Experience overseeing the finances of a water utility.
- Ability to coordinate the development and administration of an organization's budget process.
- Knowledge of municipal governmental accounting principles and practices including Generally Accepted Accounting Procedures and Government Accounting Standards Board Criteria.
- Experience organizing complex projects with multiple tasks, deadlines, and partners while delivering projects in a timely manner.
- Knowledgeable of the federal, state, and local challenges facing cities and financial compliance.
- Effective communicator who clearly conveys information and ideas verbally and in writing to individuals or groups in a manner that meets audience needs and ability to understanding.
- Highly adaptable, flexible, and politically astute in dealing with the ever-changing expectations of the City.
- Enthusiastic leader who will recognize and enjoy being part of a highly motivated and cohesive team.

Key Initiatives

- Ensure timeliness of the City's annual audit process and work closely with the Finance Committee and City Council during its annual review.
- Continue to update and add applicable financial policies, including preliminary development of a finance desk manual.
- Improve procedures for fixed asset acquisition and disposition and implement biannual inventory.
- Add the City CIP projects to the Springbrook's (City's financial software) Project Management module.
- Transition the current unsupported water meter reading software to the cloud version.
- Conduct a financial analysis of the Cemetery Fund and develop a plan for resolution of the deficit in the Fund.
- Prepare the City's fiscal year 22/23 Budget and submit it for state and national budget awards (California Society of Municipal Finance Officers and the Government Finance Officers Association).
- Analyze and review other Financial ERP software to replace Springbrook and begin implementation processes if warranted.

Minimum Qualifications

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

EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, public administration or a related field. Master's Degree in public finance or related field or CPA is highly desirable.

EXPERIENCE:

Six years of increasingly responsible experience in government accounting, including two years of supervisory responsibility. Experience with current technological applications that serve to enhance capacity and efficiency is required. Extensive experience in private or non-profit accounting is also welcomed.

LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California Driver's License.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.