

# FINANCE DIRECTOR

DEPARTMENT OF FINANCE

**CITY OF SONOMA**

\$149,652 to \$181,908 DOE/DOQ

**T**HE CITY OF SONOMA, CALIFORNIA, IS SEEKING A FINANCE DIRECTOR with experience in both accounting and budget preparation to oversee the Department of Finance. This is a hands-on and public-facing leadership position with substantial economic influence on the community. The ideal candidate is a confident communicator with excellent interpersonal skills and a proven track record of public sector fiscal management and leadership. The Director will prepare and manage the City of Sonoma's budget of approximately \$43 million and oversee three accounting staff members while closely collaborating with the City Manager, City Council, department heads, and consultants. The primary responsibility of the Director is the preparation, presentation, and oversight of the City's annual budget and Capital Improvement Projects fund. The ideal candidate for this exciting role will be a working leader, who is eager to use their public sector experience and financial expertise to serve as a key member of the City's Executive Team. *If you are seeking longevity in a creative finance role, apply today!*



# THE COMMUNITY

**S**ONOMA, CALIFORNIA, IS A BEAUTIFUL, environmentally friendly, and safe community, widely recognized as one of the most desirable cities in northern California. The city has a rich cultural heritage, a prominent place in California history, and a setting of unparalleled natural beauty. Sonoma is proud of its friendly, small-town atmosphere, with residents who are actively engaged in city strategies, volunteerism via multiple non-profits, and numerous cultural events and activities. Sonoma is home to approximately 11,000 residents and more than 1,300 business establishments. Sonoma serves as the economic hub for the surrounding Sonoma Valley and Springs area, with a total population of 40,000. The city's early 20th century City Hall and historic plaza serve as the community's focal point, boasting many community festivals and drawing residents and visitors together throughout the year.

While much of the city's economy thrives on tourism, other notable industries include construction & real estate, manufacturing, agriculture, and healthcare. It is nestled in the Sonoma Valley, surrounded by the Mayacamas and Sonoma Mountains, and is only an hour from the coast and San Francisco. The City Plaza is known for farm-to-table restaurants, wine tasting, art galleries, and retail shops. Surrounding the Plaza is the final California Mission, Vallejo Barracks, and other landmarks of California History. Visitors and residents can also enjoy a wide variety of events in the area, such as the Sonoma International Film Festival, July 4th parade, and frequent live music. Check out the Sonoma Valley Authors Festival, the Vintage Festival, the Sonoma Winter Art Market, and the farmers' markets. When you are in Sonoma, there is always something to do!



# THE CITY

**T**HE CITY OF SONOMA is a general law city with a Council-Manager form of government, combining the strong political leadership of five elected officials with the professional municipal experience of an appointed City Manager. The City Manager implements actions for the goals and objectives identified by the City Council to enhance the quality of life for residents, businesses, community organizations, and visitors. With the hard work and dedication of five departments, the City of Sonoma is a thriving community.

**Learn more about the City's work plan here.**





# THE DEPARTMENT

**T**HE FINANCE DEPARTMENT IS AT THE FOREFRONT of driving innovation and positive change in our community. Led by the Finance Director, team members are responsible for the meticulous development and preparation of the City's annual Operating and Capital Budget, which plays a pivotal role in shaping the financial trajectory of Sonoma. It also includes: Accounts Receivable, Accounts Payable, Utility Billing, Transient Occupancy Tax, Business Licenses, Payroll, General Ledger, Cash Management, Investments, Budgets, and Financial Reporting. The Department consists of a small but engaged team of accounting professionals, including one Accountant and two Account Technicians – one who works on utility billing and receivables and one who manages payroll and accounts payable. The Department is managed by the Finance Director, who reports directly to the City Manager.

## FISCAL YEAR 2023/2024 BUDGET



# THE JOB

**THE FINANCE DIRECTOR'S PRINCIPAL RESPONSIBILITY** is the big-picture financial trajectory of the City. They will produce and manage the annual budget process in collaboration with the City Council, Finance Committee, and City management. They will also work to lead the publication of the Annual Comprehensive Financial Report (ACFR) in a manner that maintains GFOA standards for Certificate of Achievement for Excellence in Financial Reporting. The Director will manage and supervise the daily operations of a municipal finance department—including the oversight of various functions such as utility billing, accounts payable and receivable, revenue collections, and payroll. Effective leadership skills are essential in supervising, evaluating, and mentoring Department staff. Beyond day-to-day management of the Department, the Director will have the opportunity to collaborate on special projects with the City Manager, working to provide strong financial stewardship for the City.

**[CLICK HERE TO REVIEW THE CITY'S MOST RECENT FINANCE COMMITTEE PRESENTATION.](#)**

## THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE WILL BALANCE** is the oversight of a small team and lead the financial future of the City. Effective communication is a must, as they will convey complex financial information and ideas, both verbally and in writing, to individuals or groups with varying levels of financial expertise. As a custodian of public trust, the Director must be unwavering in their commitment to accountability, integrity, customer service, and operational efficiency. The successful candidate will have experience in developing, implementing, and monitoring financial plans that align with the organization's goals. Knowledge of municipal governmental accounting principles is essential to maintain financial transparency and compliance. Flexibility is vital, as there are evolving expectations and challenges during the budget preparation process. The Director must navigate these dynamics while maintaining stability, focus, and positivity. The ideal candidate is an enthusiastic leader who can foster a highly motivated and cohesive team. The City is seeking a visionary Director who recognizes the value of teamwork and can inspire others to excel collectively, contributing to the overall success of the Finance Department and the organization as a whole.

### *The ideal candidate will also...*

- ▶ Understand the process of preparing technical and administrative reports.
- ▶ Be comfortable presenting and explaining financial concepts and projections to the City Manager, City Council, and the public.
- ▶ Demonstrate creative thinking and problem-solving skills.
- ▶ Lead with confidence and expertise.
- ▶ Have strong public sector experience and familiarity.
- ▶ Possess high-level government accounting, auditing, and budgeting skills.

# 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.

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

**EXPERIENCE:** Seven years of increasingly responsible experience in government accounting, including three years of administrative and management responsibility.

**TECHNOLOGY:** Experience with current technological applications that serve to enhance capacity and efficiency.

## DESIRED

**EDUCATION:** Master's degree in public finance or related field or CPA.

**EXPERIENCE:** Extensive experience in public or non-profit accounting.



## UPCOMING PROJECTS + OPPORTUNITIES

**2024 REVENUE MEASURE.** The City is currently working to fund a new Parks Department and improve management of three City-owned and operated cemeteries.

**COMPREHENSIVE FEE ASSESSMENT.** The Finance Director will lead the City's comprehensive fee assessment in close collaboration with the City's hired consultant.

# SALARY + BENEFITS

Annual Salary of **\$149,652 to \$181,908 DOE/DOQ** and an attractive benefits package that includes:

**RETIREMENT.** CalPERS Retirement System — 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired after or on January 1, 2013, are subject to restrictions imposed by PEPRRA. The City does not participate in Social Security.

**HEALTHCARE.** Generous healthcare package for employee and family members.

**DENTAL AND VISION INSURANCE.** City pays 100% of 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 eight hours per month.

**ADMINISTRATIVE LEAVE.** 80 hours awarded on July 1 of each fiscal year.

**PAID HOLIDAYS.** 14 holidays per year.

## HOW TO APPLY

For first consideration, apply by **NOVEMBER 13** at:

WBCP JOB BOARD

### SECURE THE DATES

The first round of interviews will be virtual on Zoom and will take place on **NOVEMBER 27**. The second round of interviews will be in person and will take place on **DECEMBER 4**. Selected candidates must be available for both dates.

Please contact Cathy Lanning, Human Resources Manager, with any questions:

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**707.933.2217**