



FINANCE DIRECTOR

City of Kerman, California

Salary: DOQ - subject to negotiations.

The City offers a comprehensive and competitive benefit package.

The City of Kerman seeks a Finance Director who under direction of the City Manager, plans, organizes, manages and directs centralized accounting and financial administration programs; provides administrative direction and oversight for purchasing, information technology, risk management, grants, budget and fiscal analysis; may serve as City Controller and City Treasurer. This is an at-will, management (FLSA exempt) position that reports directly to the City Manager and is an essential member of the Executive Management Team. The Director will supervise and lead the Department and be responsible for the implementation of City and Departmental goals and objectives, policies and priorities.

Essential Duties and Responsibilities - Direct the general accounting activities of the municipality including the maintenance of general ledgers and related subsidiary records. Prepare financial reports reflecting the financial status of the Administration, Public Works, Community Services, Finance, Police and Community Development departments of the municipality including housing, grants, public utilities, and others as appropriate. Develop and maintain internal accounting controls. Plan, develop, implement and administer the cash management and investment program. Administer the City's insurance program and centralized purchasing. Prepare the annual draft and final operating and capital improvement budgets. Forecast City revenues, expenditures and year-end balances. Coordinate and conduct municipal bond sales. Respond to requests for information, reports or action from the City Manager, City Council, Department Heads and citizens regarding fiscal matters. Oversee coordinate the Information Technology functions of the City. Prepare special financial reports, studies and analyses. Direct preparation of the annual financial report, State Controller report and other reports required by law. Coordinate Finance Department activities with the City Manager's office, other City departments and outside agencies. Supervise, train and evaluate subordinate professional and administrative support staff. Pursue continuing education and certifications as required. Performs other related duties as required.

Minimum Qualifications - Education — Equivalent to a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, business administration, economics or closely related field. Experience — Seven years' progressively responsible administrative and management experience in accounting and financial work. In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered. License/Certificate — Membership in GFOA or CSMFO desired, CA CPA License and Notary Public License preferred and desired. Possession of a valid California Class C Driver's License is required.

Applications can be obtained on the City's website at www.cityofkerman.net. Please contact Akayla Cheema, Human Resource Specialist with any questions, (559) 846-9851 or acheema@cityofkerman.org

APPLY BY: Friday, December 2, 2022 at 4:00 PM. To be considered for this career opportunity, please submit a City of Kerman employment application and resume to: City of Kerman, Finance Director Recruitment Attn: Akayla Cheema 850 S. Madera Avenue Kerman, CA 93630 Or acheema@cityofkerman.org Applicants will be competitively screened based on the minimum qualifications. After review of the application materials, the most qualified candidates will be invited to participate in the examination process, which will consist of oral interviews.