



# FINANCE DIRECTOR/TOWN TREASURER

## Definition

Under the direction from the Town Manager, the Finance Director/Town Treasurer oversees finance & budgeting for the Town of Paradise. This role fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups. The position exercises direct supervision over management, professional, and administrative support staff.

## Examples of Typical Job Functions (Illustrative Only)

***Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.***

- The Finance Director will manage all finance division programs, services, and activities, including budget management, purchasing, accounts payable, payroll, and debt management.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Town policy, appropriate budget, service and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Evaluates the need for and develops, plans, and schedules for long-term financial and budgetary programs; organizes available resources for the efficient operation of the department; compiles estimates, contract provisions, and specifications.
- Serves as the Town's principal budget officer; coordinates the development and administration of the Town's budget; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness.
- Oversees the administration of payroll and the accounting related to Town's employee benefits program including employee health and medical programs, workers' compensation, risk management, and retirement programs.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluate the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Town needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Monitors and provides for financial forecasting and planning and analysis on Town and CCFD financial conditions.
- Serves as Town Treasurer including creating and maintaining investment policies, executing investment transactions, and managing investment portfolio; oversees and approves all transactions related to Town investments.
- Represents the department to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to the Town Council and a wide variety of committees, boards and commissions; serves as staff support to the Financial Advisory Committee.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Town Manager.

# The Ideal Candidate

## Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an elected Town Council.
- Technical, legal, financial, and public relations problems associated with the management of finance programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of governmental accounting and auditing and municipal finance administration, including budgeting, cash management, debt management, and investment management.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze investment reports and strategies and recommend Town's investment plan.
- Effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

## Ability to:

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Develop and implement goals, objectives, practices, procedures, and work standards.

## Education & Experience:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of progressively responsible management and/or administrative experience in finance, accounting and/or auditing.



## Benefits

Benefits provided by the Town of Paradise will be pursuant to the Management Group MOU for this position. Outlined below is a summary as at the time of recruitment.

- PERS Miscellaneous retirement plan (2% @60 for classic members, 2% @62 new members)
- Retiree Medical Equal to active EE Contribution
- Admin Leave 120 hrs./yr.
- Longevity 5%@10 yrs. Up to 7.5% @ 15 yrs.
- Sick leave 96 hours/yr.
- Vacation Leave 0-4 yrs. – 120 hrs./yr.  
5-9 yrs. – 135 hrs./yr.  
10-14 yrs. – 176 hrs./yr.  
15 & over – 200 hrs./yr.
- Bereavement Leave up to 3 days each leave
- Holidays 12 days/yr.
- Floating Holidays 16 hrs./yr.
- Medical Plan\* PERS medical plan\*\*
- Dental Plan\* Met Life Dental Plan
- Vision Plan\* Superior Vision Plan
- \*Employees pay a portion of premium for coverage
- \*\*Deferred Comp in lieu of medical is an option
- Short Term Disability Insurance Plan
- Long Term Disability Insurance Plan
- Life Insurance \$150,000
- Deferred Comp (457) Avail. for EE Contribution
- No Social Security participation
- Gym Reimbursement \$120 per quarter

The salary range for this position is:  
**\$123,302 to \$157,352 annually**  
Depending on qualifications

## Important Application Information

- For a complete job description please visit [www.townofparadise.com/hr](http://www.townofparadise.com/hr)
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) to the following address:  
Town of Paradise – Human Resources Department  
**Attn: Finance Director/Town Treasurer**  
**5555 Skyway**  
**Paradise, CA 95969** or email to: [salvies@townofparadise.com](mailto:salvies@townofparadise.com)
- Application packets must include the following:  
[Employment Application Form](#)  
**Resume and Cover Letter**

## Final Filing Date

**Thursday, March 2, 2023 @ 5:00 p.m.** Postmarks will not be accepted as proof of filing date.

## Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board testing process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer