

THE IDEAL CANDIDATE

Fresno is seeking an experienced and strong leader who can implement the long-range vision for the Finance Department. An entrepreneurial-minded individual with a capacity for independent, innovative thinking would do well in this position, as would someone with experience in leveraging resources, or leading and implementing sound financial policies. The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to act calmly and quickly in emergency situations or under adverse conditions.

The Controller/Finance Director is seeking an Assistant City Controller to serve as a key member of the management team. A candidate with a strong record of innovative and collaborative work with internal and external stakeholders will be highly valued, as the Assistant City Controller must be able to develop positive relationships with staff, other City departments, the public, and a number of other agencies. The Assistant City Controller must have excellent written and verbal communication skills and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.

Candidates for this position should have demonstrated knowledge of the day-to-day accounting and auditing principles, methods, and procedures as applied to municipal and governmental financial transactions; charter provisions, ordinances, and state laws governing financial administration of City government; and modern principles and practices of public finance administration.

A background that includes a Bachelor's Degree with major course work in business administration, public administration, accounting, or closely related field; and four (4) years of professional supervisory and administrative experience in finance administration, which includes or is supplemented by three (3) years of governmental accounting experience or three (3) years of experience auditing governmental agencies' financial records. Public sector finance experience, active certification as a Certified Public Accountant, or possession of a Master's degree in Business or Accounting is desirable. Possession of a valid California Driver's License is required at time of appointment.

COMPENSATION AND BENEFITS

The City of Fresno offers an attractive and competitive salary and benefits package. The salary for the Assistant City Controller is dependent upon qualifications. The range for this position is between \$115,056 and \$161,520 annually. The employee benefits package, as noted below, is subject to change and includes:

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best funded public systems in California. The City does not participate in Social Security.

Health Insurance: City contributes toward the current monthly premium for medical, dental, and vision for employee and dependents.

Flexible Spending Account: IRS 125 Plan for health/dependent care.

Auto Allowance: \$300 per month.

Deferred Compensation: 457 plan available.

Management Leave: 60 hours per fiscal year.

Annual Leave: 20 days per year of annual leave with cash out provision upon separation from the City.

Holidays: Ten (10) City-observed holidays annually, plus birthday and one (1) personal day per year.

Life Insurance: Equal to annual salary; premium paid by City.

Long-Term Disability: City pays premium for 66.66% of monthly salary up to \$7,500 per month after 30 days.

Additional information regarding the City of Fresno is available at www.fresno.gov.

THE SELECTION PROCESS

If you are interested in this outstanding opportunity, please submit a letter of interest, your resume, and five references to:

Jeff Cardell, Personnel Services Director
City of Fresno
2600 Fresno Street, Room 1030
Fresno, California 93721-3614
Or submit via email to:
Yvonne.Teixeira@fresno.gov
Attn: Jeff Cardell

Filing Deadline: December 3, 2020

A select group of candidates will be invited to interview for this excellent opportunity.



**Employment Opportunity:
Assistant City Controller**

THE COMMUNITY

The City of Fresno, California is located in the fertile San Joaquin Valley. From the agricultural fields on the valley floor, to the snow-capped peaks of the Sierra Nevada mountain range, the Fresno area offers something for everyone. With a population of approximately 538,300 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley.

Traveling from Fresno to other major metropolitan and recreational areas in California is easy; the City is located approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area. Residents and visitors enjoy Fresno's close proximity to the Yosemite, Kings Canyon, and Sequoia National Parks and other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean. The Mediterranean climate in Fresno allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

Many consider Fresno to be a community of the perfect size, offering the best of urban amenities and opportunities, along with the unique charms and easy living of a smaller town. Residents enjoy a wide variety of social, cultural, athletic, educational, and recreational activities in an affordable and clean living environment.

The Fresno area offers four large school districts, Fresno Unified, Central Unified, Sanger Unified, and Clovis Unified. The community is the home of California State University Fresno, as well as a number of other colleges and universities. The current median home price in Fresno is approximately \$243,000.

CITY STRUCTURE

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council, but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by the Mayor, is responsible for appointing all department heads in the City, including Airports, Development and Resource Management, Finance, Fire, Information Services, Parks and Recreation, Personnel Services, Police, Public Utilities, Public Works, and Transportation. The Controller/Finance Director is the only position in the City which is appointed by the City Manager and confirmed by the Council.



THE FINANCE DEPARTMENT

The Finance Department provides a wide range of comprehensive finance support services to the Mayor, the City Council, and all City Departments. These services include accounting, financial administration and reporting, internal audit, utility billing and collections, treasury/cash management, debt management, payroll, billing and accounts receivable, accounts payable, purchasing, reproduction and graphics, and business licenses and cashing. Overall responsibility for management of the City's finances rests with the City Controller/Finance Director, who also serves as the City Treasurer.

The Finance Department, with a Fiscal Year 2021 adopted budget of \$46.5 million, sets financial management standards and then monitors performance to ensure that these standards are met. The Finance Department employs a staff of 116 people in eight units:

- Administration
- General Accounting
- Business License and Tax
- Internal Audit
- Purchasing
- Treasury
- Utility Billing & Collection

The Administration Unit is responsible for administering departmental policies and procedures, developing and implementing programs and services to meet the Department's business needs, and serving as liaison to other City departments, other agencies, and to facilitate problem resolution.

The General Accounting Unit is responsible for timely and accurate recording and reporting of financial results; ensures that accounting transactions are in conformity with GAAP; evaluates municipal accounting issues; determines if disbursements legally comply with the adopted budget; and develops pertinent data for the preparation of the Comprehensive Annual Financial Report (CAFR).

The Business License and Tax Unit collects tax revenue to fund city-wide services like street maintenance, police, fire, and other emergency services; assists new businesses in completing the steps necessary to begin successful operations; protects and serves the citizens of Fresno by regulating permits for various industries and occupations; and provides information on local businesses for consumers and potential customers.

The Internal Audit Unit is responsible for conducting operational and/or financial audits of the City's various departments and entities that contract with the City to provide services and products. Internal Audit staff develops their audit plan through an annual risk assessment. Additionally, Internal Audit may conduct audits at the direction of the Mayor, the City Manager, or the Council's Audit & Finance Committee.

The Purchasing Unit provides prompt and effective procurement services to meet the needs of City departments, in accordance with the spirit and requirements of the City Charter and Municipal Code while affording equal access to all entities seeking to do business with the City of Fresno.

The Treasury Unit is responsible for monitoring the inflow and outflow of the City's cash. The unit works with departments to reconcile deposits, interacts with banks to resolve issues involving deposits or payments, and prepares monthly bank reconciliation. Treasury is also responsible for investing the City's cash in a variety of fixed income investments, and distributing the interest from those investments to various City funds on a monthly basis. Treasury staff is also responsible for administering the City's debt by making scheduled debt service payments and insuring that disclosure requirements are addressed.

The Utility Billing and Collection (UB&C) Division is responsible for the billing and accounting of all utility charges that are assessed monthly to users of the City's various utilities. UB&C staff is also responsible for collections on delinquent utility accounts.



THE POSITION

Under general administrative direction, assists the Controller (Finance Director) in setting and executing the strategic plan for the Finance Department. This assistance includes developing policies and programs to implement the strategic plan, managing some Finance Department business units on a regular basis, and participating in Citywide strategic initiatives as the Finance Department's representative. The Assistant Controller, in conjunction with the Controller/Finance Director, will play a role in developing operational strategy for the Finance Department. The incumbent exercises considerable judgment and discretion in the administration and direction of these functions. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Furthermore, the Assistant City Controller acts as technical advisor to the City Controller/Finance Director, City Manager and City Council and attends meetings of the City Council, boards, commissions, and committees relevant to management of the City's finances. The Assistant City Controller participates in the preparation and administration of the Department and City's annual operating budget. The Assistant City Controller is expected to coordinate activities with other departments within the City of Fresno, as well as outside agencies and civic partners.