

# **CITY OF GREENFIELD**

**Invites Your Interest in the Position of**



**Accounting Operations  
Manager**

## COMMUNITY PROFILE

The City of Greenfield is located at the heart of California's Salinas Valley, nestled between the Gabilan mountain range to the east and Santa Lucia range to the west. Greenfield's economy is primarily influenced by the agricultural sector, with high annual production of vegetables and salad crops and with additional output in wine and cattle production. Greenfield and the surrounding region have experienced dramatic growth, both in absolute and relative terms. During the last decade, Greenfield's population increased at an annual growth rate of 3.5 percent. This rate of growth outpaced both Monterey County as a whole, and other south Monterey County cities.

Over the next 20 years, Greenfield is expected to continue to display strong growth rates (averaging 2.2 percent per year for population and 2.6 percent per year for households), and the population is projected to grow by approximately 12,500 residents to reach more than 30,000 by 2035. The population of the South County Region, consisting of Soledad, Gonzales, Greenfield and King City, is projected to grow by 49,000 and reach a total population of 120,000 during this same time period.

The City is currently evaluating the adoption of a comprehensive plan for the establishment of a new major shopping center with a theme of creating a multi-functional focal point for both shopping and community events and activities. The City's intention by this Development Plan is to create a pre-entitled area that could respond to growth trends and retail commercial demand in the City of Greenfield and the Salinas Valley region.

## COMMUNITY VISION

The City of Greenfield is dedicated to provide residents, businesses and visitors with excellent municipal services that enhance the quality of life and inspire community pride.



## FY 2013-14 GOALS

At the beginning of the year, the City Council and City Manager established the following goals for the new fiscal year:

- Provide excellent services and outstanding stewardship of financial resources to ensure fiscal solvency and sustainability.
- To be a safe place where families, individuals, and businesses will thrive.
- Attract, create, and retain businesses that contribute to the economic development and prosperity of all its residents.
- Ensure effective communication with key stakeholders to promote shared understanding, accountability and transparency.
- Create abundant positive development opportunities for youth.

## COMMUNITY VALUES:

### **Shared Vision, Mission and Goals**

*We share a common purpose and work effectively together to achieve our vision, mission and goals to the benefit of all.*

### **Accountable and Transparency**

*We are accountable for our actions, honor our commitments, and ensure all our decisions are transparent.*

### **Stewardship**

*We use City resources wisely and carry out our responsibilities in a manner that inspires public confidence.*

### **Effective Communication**

*We foster open and clear communication with all segments of the community within a framework of respect and understanding.*

### **Volunteerism**

*We encourage, value, and support volunteerism among our citizens.*

### **Strategic Partnerships**

*We seek strategic partnerships to leverage our collective knowledge, expertise and shared goals.*

### **Pride and Passion**

*As ambassadors, we represent the City and its citizens with pride and enthusiasm.*

### **Professionalism and Integrity**

*We are competent and fulfill our responsibilities with excellence and integrity.*

### **Staff Development**

*We support the growth and development of our staff through effective staff development efforts.*

### **Continuous Improvement**

*We support suggestions, ideas, and creative approaches, leading to continuous improvement in everything we do.*

## THE CITY TEAM

The City currently employs 37 engaged and passionate employees in the Police, Public Works, Streets, Sewer, Water, Planning and Community Development Departments.

The Accounting Operations Manager will report directly to City Manager Susan Stanton.



Susan is a credentialed City Manager by the International City Managers Association with 27 years in local government. She holds a Masters Degree in Public Administration and is a 2006 graduate of Harvard University national Senior Executive in State and Local Government. The successful candidate for this position will work very closely with the City Clerk, Deputy City Manager, Public Works Director and City finance staff.

## ABOUT THE DEPARTMENT

The Finance Department consists of three support staff charged with carrying out most financial functions and processing utility payments for 3,000 utility customers. The City just purchased new financial reporting and customer service software from Tyler Technologies. The successful candidate will lead and manage this software upgrade project.

## COMMUNITY ENGAGEMENT

The City recently established a new Budget and Finance Advisory Board that is charged with reviewing:

- City Manager's proposed budget and CIP improvement programs and provide recommendation.
- The annual Strategic Plan as part of the budget process.
- Non-departmental applications for funding and provide funding recommendations in accordance with direction received from the Mayor and City Council.
- Financial matters as requested by the City Council or City Manager,
- The City's financial activity on a quarterly basis and report to the Council any concern it may have in maintaining a balanced budget and good financial management.
- The Annual Financial Report audits, investments and bond or other debt related instruments to be issued by the City

## THE POSITION

Under administrative direction of the City Manager, plans, organizes, oversees and performs managerial-level work for all City financial functions, including budget development and administration, financial record keeping and reporting, revenue collection, utility billing, payroll, and customer service; provides complex administrative support to the City Manager and performs related work as required.

The Accounting Operations Manager will administer and personally participate in all financial support functions for the City.

The successful candidate will coordinate the activities of the department with those of other City departments and local agencies to provide required services in an efficient, effective and economical manner. Duties include:

- Plans, organizes, coordinates and evaluates the work of the department in accordance with applicable laws, codes and regulations, accepted accounting and financial record keeping and adopted goals and objectives.
- Confers with the City Manager and coordinates the development and implementation of the Annual Operating and Capital Improvements Budgets for the City; processes budget transfers, expenditures and purchases; produces periodic budget status reports for the Council and operating departments.
- Maintains financial, investment, accounting and statistical records for the City; prepares and posts journal entries; prepares periodic and special reports, including state and federal tax reports.
- Oversees all utility billing, revenue collection and revenue accounting processes; reviews or prepares back deposits and reconciles bank statements.
- Works with external auditors for the annual City audit; provides information and modifies operations and processes as required.
- Coordinates and performs all City payroll and employee benefit functions; maintains payroll, tax records and files.

- Oversees customer service and support activities for the City; maintains records of and resolves customer complaints and issues.
- Interprets regulations, codes, policies and procedures to staff; ensures consistency of application.
- Directs and trains staff on utility billing, payment and service record activities; authorizes delinquent collections and service disconnection as required.



## Ideal Candidate

The ideal candidate for this position is an individual that loves to embrace new challenges, create innovative systems and work collaboratively with employees who are committed to excellence in customer service. The successful candidate will be a person who values diversity and sees the natural beauty in the agricultural assets and has a strong knowledge of government accounting, financial controls and budget administration. Other areas of expertise include:

- Principles and practices of work organization, staff supervision, training, professional development and work review and evaluation.
- Payroll principles and practices, including payroll, employee benefits and related record keeping and reporting requirements.

## EDUCATION AND EXPERIENCE:

Equivalent to graduation from a four year college or university with major course work in finance, accounting, or a field related to the work and five years of professional-level accounting experience, preferably in a public agency setting. Experience in supervising staff is highly desirable. Must possess a valid California Class C driver's license and have a satisfactory driving record.

## Compensation and Benefits

- **Annual Salary: \$64,300 - \$82,095 depending on experience and training**
- **Five Years vesting in Public Employee Retirement System**
- **Participation in Social Security System**
- **Medical/Dental/Vision Insurance**
- **Life Insurance**
- **Short and Long Term Disability Leave**
- **Annual Leave**
- **14 Paid City Holidays**

## Application and Selection

**Filing Deadline:**

**April 30, 2013 or until filled**

Following the closing date, resumes will be screened based on the qualifications outlined above. The most qualified candidates will be invited for a personal interview with the City's Management Team.

**Questions regarding the position  
should be directed to:  
Marie Aguayo,  
Executive Assistant to the City Manager, at  
831.674.5591 or email  
maguayo@ci.greenfield.ca.us**

