



THE CITY OF RIO VISTA

INVITES INTERNAL CANDIDATES TO APPLY FOR
DIRECTOR OF FINANCE

INTERNAL RECRUITMENT

Employment
Applications are
due by Friday,
September 13,
2019 by 5 p.m.

To obtain the required
City Application visit our

website:

www.riovistacity.com,

Under Human
Resources
Department

Submit applications to:

City of Rio Vista,
Human Resources,
1 Main Street,
Rio Vista, CA 94571.

***A City application must
accompany a resume.***

The Community

The City of Rio Vista is known as the “Gateway to the Delta.” Located midway between the cities of Fairfield and Lodi, and approximately 45 miles northeast of San Francisco and 35 miles southwest of Sacramento, Rio Vista is accessible by water, land, or air. Situated on the historic Sacramento River with a silhouette of the rolling Montezuma Hills to the south, Rio Vista and the surrounding Delta maintains a relaxed vacation-like atmosphere for residents and visitors alike. The City’s largest landmark, the Rio Vista Bridge, is one of many drawbridges designed by Joseph Strauss, architect of the Golden Gate Bridge.



RIO VISTA DIRECTOR OF FINANCE INTERNAL RECRUITMENT

The City of Rio Vista is accepting applications for the position of **Director of Finance** from internal candidates. The Director of Finance is appointed by and reports to the City Manager. This position is a confidential department head level class responsible for the overall administration and operation of the Finance Department and is responsible for financial and technical financial records preparation and maintenance, license and fees collections, audits, financial reporting, and payroll. The incumbent is also responsible for the City's computer network system. Oversees the activities and operations of the Finance Department which includes budget, accounting, payroll, collections, utility billing and risk management. The City has a general fund budget of approximately \$5.4 million and a capital improvement budget of \$11.7 million. The City is seeking an experienced finance professional who possesses a solid understanding of governmental accounting principles and practices. This candidate will possess strong leadership skills, be hands-on, and embrace change. He/She will ensure that all financial systems and controls are in place and recommend and implement effective changes to systems and processes. Exercises direct and indirect supervision over technical and support staff. Exercises discretion and independent judgment with respect to matters of significance. Assists in the preparation, implementation, monitoring and control of the City's annual operating and capital improvement budgets through the preparation of budget detail; forecasts revenues, expenditures and year end balances.

Special Requirements:

- Knowledge of modern principles, practices and techniques of municipal finance administration including accounting, auditing and municipal budgeting.
- Must possess a valid California Driver's License.

Selection Process:

Applications received will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. The process may be any combination of written, oral and/or performance exams.

RIO VISTA DIRECTOR OF FINANCE INTERNAL RECRUITMENT

City/Government Information

Rio Vista is a unique community with an inviting mix of rural and suburban lifestyles. The current population is nearly 10,000 people within a 7.5 square mile area. The municipal airport offers a 4,200 ft. runway with all weather capability.

The City's ideal proximity provides an easy drive to California's majestic coastline, Napa Wine Country and scenic Lake Tahoe.

The City of Rio Vista was incorporated as a General Law City on December 30, 1893. The Rio Vista City Council is comprised of a directly elected Mayor and four City Council Members who are elected for alternating four year terms.

Rio Vista is currently 50% developed and is poised to grow to full it's full potential as the national economy improves.

It is served by the River Delta Unified School District. There are three schools in the city; D.H White (K-4), Riverview Middle School (5-8) and Rio Vista High School (9-12).

Qualifications:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Director of Finance. Possess the equivalent of five (5) years of broad and extensive experience in professional municipal and fund accounting, including at least three (3) years in a responsible management or supervisory capacity, and a Bachelor's degree in accounting, business administration, economics or a related field. A Master's Degree and a Certified Public Accountant certificate is strongly desired.

Salary & Benefits

\$8,601 - \$10,454 Monthly

Starting salary based on experience and qualifications.

CalPERS Retirement

Classic members as defined by PERS 2.0% @ 55
New member as defined by PEPR 2% @ 62

See Executive Staff Benefits on our website for full information & contribution amount.

Medical - City currently pays 90%, Employee pays 10%;
Dental, Vision & Life Insurance - City currently pays 100%;
FICA (Social Security)-Employee pays entire share; **Deferred Compensation** - Voluntary Contribution; **Vacation** - 0-3 years: 12 days; 4-7 years: 15 days; 8-11 years: 18 days;
Administrative Leave - 80 hours allocated on January 1 of each year to be used by December 31; **Sick** - 3.69 hours per pay period; **Holidays** - 15 paid Holidays including two floating holidays.