THE CITY OF STOCKTON ANNOUNCES THE
RECRUITMENT FOR:

ASSISTANT CHIEF FINANCIAL OFFICER

Annual Salary up to $177,529 DOQ
Final Filing Date:
July 7, 2023 at 5:00pm

Visit www.stocktonca.gov/jobs for more information
THE COMMUNITY

As a multi-ethnic and multi-cultural city of over 320,000, Stockton has grown from a community with rich agricultural roots to an urban destination with an emerging arts and cultural scene, fine dining, shopping, sports, recreation, and family entertainment.

Stockton has a robust inland seaport, the Port of Stockton, for intermodal shipping, rail access, interstate freeway system, and the Stockton Metropolitan Airport, provides both passenger and cargo services. San Joaquin Regional Transit District provides local bus service, and rail passenger services are available through the ACE Train and Amtrak.

Stockton recreation is distinguished from other cities because of its prime access to the San Joaquin Delta, with 1,000 miles of twisting waterways that stretch out to meet the San Francisco Bay. House boating, waterskiing, fishing, camping, rowing, sailing and other water-oriented activities are year round past-times, and a way of life.

The downtown waterfront Stockton Arena is home to the Stockton Kings G-League basketball team of the NBA Sacramento Kings. The Stockton Ballpark is home to the Stockton Ports baseball team, a Class A affiliate of the Oakland Athletics.

University of the Pacific, California State University – Stanislaus extension campus, and San Joaquin Delta Community College also call Stockton home, along with numerous other private colleges and trade schools. Stockton is a dynamic, spirited community of people, families, and business, that blend energy, vitality, and hospitality in the most unique way.
The Administrative Services Department serves as a trusted, respected adviser, providing vital systems and services through six divisions:

**Administration** - Provides support and directs overall activity to various areas within the Administrative Services Department. This unit also provides support to various citizens advisory committees.

**Budget** - Responsible for developing and monitoring the City's annual budget, coordinating financial planning and management, comparing budgeted and actual outcomes, and tracking financial progress relative to budget during the year. This division provides long term fiscal forecasts for the City through the City's fiscal forecasting tool (Long-Range Financial Plan) and throughout the fiscal year assists City management and departments by analyzing and evaluating financial performance and projections as they relate to budget.

**Financial and Accounting Operations** - Responsible for the citywide Finance, Accounting and Operations. Finance is responsible for recording and reporting of financial transactions; reporting financial positions in accordance with generally accepted accounting principles, and the preparation of the Comprehensive Annual Financial Report and other financial reports. Operations include payroll processing for over 1,700 employees, payroll tax compliance, benefit reporting, accounts payable, cash activity and all central accounting recording and monitoring.

**Procurement** - Responsible for the procurement of all supplies and services necessary for the operation of City departments. Procurement also provides centralized document services and high-volume print production and mail services to departments.

**Debt and Treasury** - Manages the City's $560 million pooled investment portfolio and debt issues that equal approximately $500 million. Its services include oversight of the cash and investment portfolio, investor relations, market disclosures, and financing/refinancing programs.

**Revenue Services** - Made up of Customer Services Unit, Revenue Operations Unit, and the Collection, Compliance, and Revenue Recording Unit. Its services include serving 94,000 utility customers who receive water, sewer, storm water or solid waste services, and 17,000 business license tax accounts. This division manages accounts receivable for non-utility customers, centralized cash/vault services, and business licenses and is also responsible for the taxes, assessments, and fees owed to the City as well as recovery of revenues from delinquent accounts.
ABOUT THE POSITION

The City of Stockton is seeking an Assistant Chief Financial Officer who is excited to be a key contributor to the Administrative Services Department team. Our ideal candidate provides excellent customer service, thrives in a fast-paced environment, anticipates problems and develops proactive solutions, provides positive leadership through staff development, and fosters teamwork, strong work ethics, and collaboration among staff. Reporting to the Chief Financial Officer, the Assistant Chief Financial Officer assists with and has direct oversight in formulating departmental policy, goals and objectives, supervising staff, administering the annual budget for the department, and directing the day-to-day operations of assigned areas. Customer service is a critical component to this role. The Assistant Chief Financial Officer is expected to have an exceptional interpersonal style with the ability to develop and maintain positive work relationships with all City employees and customers. The successful candidate will operate with a high level of ethics and integrity and reflect a value system of mentorship, collaboration, and commitment to public service.

THE IDEAL CANDIDATE

This is a management level position that has direct oversight in formulating departmental policy, developing goals and objectives, supervising staff, administering the annual budget, and directing the day-to-day operations of assigned areas. Assignments allow for greater administrative decision making in their execution. This class will assume full responsibility for the Administrative Services Department in the absence of the Chief Financial Officer.

PRINCIPAL DUTIES

- Develops departmental goals, objectives, policies, procedures, and work standards.
- Provides professional assistance to city departments, boards and commissions on financial matters in areas of responsibility.
- Assists with the development and administration of the department’s budget.
- Coordinates the City’s annual audit.
- Assists with the design and implementation of an automated and integrated financial accounting system; organizes and administers effective accounts receivables and payables reporting and collection procedures.
- Conducts financial studies and performs varied analyses and research; prepares reports of findings and makes recommendations for improvements.
- Approves and signs all manually prepared accounts payable and payroll checks.
- Provides oversight of City cash and investments.
- Reviews and makes recommendations on methods of financing public facilities and equipment, requests for payments and similar matters.
- Attends City Council and committee meetings to make presentations or answer questions or provide information regarding the department’s operations and other financial matters.

MINIMUM QUALIFICATIONS

Possession of a Bachelor’s degree from an accredited four (4) year college or university with major course work in accounting, business administration, finance, or a closely related field and five (5) years of increasingly responsible professional experience in the financial functions of a division and/or department. Experience in municipal finance, and public agencies or governmental settings is highly preferred. Possession of a certification as a Certified Public Accountant (CPA) or a Certified Public Finance Officer (CPFO) and/or an advanced educational degree is highly desirable.
COMPENSATION AND BENEFITS

The annual salary range for the Assistant Chief Financial Officer is $139,112 - $177,529, depending on qualifications. The City's excellent benefits program includes, but is not limited to:

- Retirement - California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- Vacation - Accrue 120 hours of vacation per year.
- Health Benefits - The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision and prescription coverage for employees and dependents.
- Holidays - 12 fixed and 2 floating per year.
- Sick Leave - Accrue 96 hours per year.
- Deferred Compensation - A deferred compensation plan is available at the employee's option.
- Section 125 (Flexible Spending Account) - Employees may participate on a pretax basis for dependent care and medical expense reimbursement.
- Life Insurance - Policy value of $50,000.
- Work Schedule - 9/80 schedule: Monday through Thursday; with alternating Fridays off.

For a complete list of benefits offered by the City of Stockton, please visit our website www.stocktonca.gov/benefits.

This unclassified/represented position is Exempt from the Fair Labor and Standards Act and does not qualify for overtime compensation, and it is also subject to the Fair Political Practices Commission (FPPC) annual filing requirements. For more information, visit www.fppc.ca.gov The City requires employees in this position to reasonably respond to emergencies at all times. The Assistant Chief Financial Officer will be required to maintain a primary residence within 45 minutes of City Hall in order to timely respond to emergencies and meet the health, safety and welfare needs of the City. New employees have up to three (3) months from the date of hire to comply with the requirement. Interested candidates must be willing to adhere to this requirement throughout the duration of employment.

APPLICATION & SELECTION PROCESS

To submit an application, please visit the City's website. Proof of education, resume and cover letter must be received by the Human Resources Department within 7 days of submitting application. This recruitment is scheduled to close on Thursday, June 29, 2023 at 5:30pm.

A limited number of best-qualified candidates - based on the information provided on the application and attachments - will be invited to participate in the selection process.

To submit an application, please visit www.stocktonca.gov/jobs. For assistance, please email kim.johnson@stocktonca.gov or call (209) 937-8061.

THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER.