



# FINANCE DIRECTOR

Town of Mammoth Lakes, CA





## About Mammoth Lakes, CA

The Town of Mammoth Lakes is a year-round resort community located in the eastern Sierra Nevada mountains in Mono County, California. The Town's 2023 population is 7,380; however, visitors and second homeowners can increase the population to 35,000+ during peak visitation times. The Town was incorporated in 1984 and is Mono County's only incorporated town. Mammoth Lakes contains over half of the county's permanent population and is the county's primary employment, service center, and tax producer.

The Town is situated at around 8,000 feet in elevation. Mammoth Lakes is one of the snowiest towns in the United States, averaging over 300 inches of snow each year and over 500 inches in particularly good winters. It is a remote community located 170 miles south of Reno, Nevada and 300 miles north of Los Angeles. The Town's urban growth boundary encompasses approximately four square miles. The Town's municipal boundary is 25 square miles. The majority of the area is public land administered by the U.S. Forest Service.

Mammoth Lakes has four distinct seasons, enhancing the diversity of outdoor recreational offerings. The local economy is driven by recreation-based tourism, with visitors drawn to the area's spectacular natural setting. The area is known for its outdoor opportunities including skiing and snowboarding at Mammoth Mountain Ski Area, snowmobiling, cross country skiing and snowshoeing, Devils Postpile National Monument, Yosemite National Park, miles of hiking and biking trails, and golf. The area's mountain streams and lakes offer fishing, expansive vistas, camping, and other outdoor pursuits.

Mammoth Lakes has a variety of local dining, shopping, and recreational services. The small-town atmosphere, educational offerings, performing arts, community activities, and events provide a desirable quality of life enjoyed by area residents and visitors. The natural beauty, recreational amenities, and small-town character offer the next Finance Director a unique and exciting place to live and work. For more information about the Town of Mammoth Lakes, please [visit the Town's website](#).

# Government

The Town of Mammoth Lakes is a general law Town and has a council manager style of government. The Town Council consists of five members elected at large, with each member serving a staggered four-year term. The mayor is the presiding officer at council meetings and is selected on an annual basis by the Council. The Town Council hires the Town Manager and the Town Attorney (a contracted position).

The Town's 2023-2024 adopted budget is \$77.7 million (\$30.5 million General Fund) and represents strong fiscal policies that support ongoing budget integrity achieving a structurally balanced budget. The Town's General Fund is dependent on Transient Occupancy Tax (TOT) revenues, which account for 60% of adopted General Fund revenue. The Town is supported by 112 FTE (92 full-time) staff who, under the direction of the Town Manager, work in the following departments: Administration (Town Manager, Town Clerk, and Town Attorney), Airport, Community and Economic Development, Finance, Human Resources, Parks and Recreation, Office of Outdoor Recreation, Public Works, and Police Department. Information Technology (IT) services are provided to the Town through a contract with Mono County. Fire services are provided separately by the Mammoth Lakes Fire Protection District. Water and sewer services are provided separately by the Mammoth Community Water District.

# The Position

The Director of Finance is an executive management level classification responsible to plan, direct, manage, and oversee assigned activities and operations including: finance, accounting, purchasing, accounts payable/receivable, revenue collections including TOT/TBID, and other related support services; act as Town Treasurer; coordinate required functions with other Town departments and outside agencies. The position provides highly responsible and complex administrative support to the Town Manager. This is a single position, executive department director level class with responsibility for program development and implementation of goals, objectives, policies and priorities for department activities. Incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies, regulations and laws. The position is a key member of the Town's Executive Management Team.

The Finance Director is appointed by and reports to the Town Manager. The position exercises direct supervision over professional, technical and clerical staff.





## Duties, Functions and Responsibilities:

- Provide management responsibility for operational services and activities pertaining to accounting, budgeting, treasury, revenue collection, auditing, payroll, purchasing, and other related support services and functions.
- Works with other Town staff, elected officials and outside agencies; explains and interprets Town administrative programs, policies, procedures and activities; negotiate and resolve sensitive, significant and controversial issues; responds to and resolves inquiries and complaints.
- Lead and manage the development and administration of the Town and Departmental budgets; direct the monitoring of expenditures and revenues; prepare and implement budgetary adjustments.
- Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.
- Develop and monitor Town revenues and appropriations by fund and department; and assist in monitoring budget for departments and projects, including the preparation and distribution of monthly status reports to departments.
- Provide staff assistance to the Town Manager, Town Council and other department directors; prepare and present staff reports and other necessary correspondence.
- Establish controls necessary to assure the accuracy and security of all financial records and funds; evaluate performance of accounting procedures, and systems.
- Responsible for the timely preparation of all financial reports and statements; oversee preparation of annual audit; prepare, review and analyze reports to ensure conformance with generally accepted accounting principles and other requirements.
- Administer the Town's purchasing program.
- Conduct a variety of organizational studies, investigations, and operational studies for the Town; recommend and oversee modifications to Departmental programs, policies, and procedures as appropriate.
- May participate in employee negotiations;
- May participate on a variety of committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of accounting, budgeting, auditing, finance, purchasing, and public administration.

# Knowledge and Abilities

## *Knowledge of:*

- Operational characteristics, services, and activities of municipal government programs including accounting, payroll, purchasing, revenue collection, and budgeting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, training and performance evaluation of employees.
- Advanced principles, practices, and standards of governmental cost accounting, treasury management, accounts receivable, and accounts payable.
- Management of subsidiary ledgers, accounts and integration of general ledger, auditing, cash management and investments.
- Principles and practices of risk management and loss prevention including claims handling, worker's compensation and asset protection programs.
- Pertinent federal, state, and local laws, codes, and regulations.
- Business mathematics, statistics, financial analysis, and research procedures;
- Principles and practices of internal and external auditing standards.
- Understanding and application of Generally Accepted Accounting Principles (GAAP).
- Requirements of Fund Accounting and statements issued by Governmental Accounting Standards Board (GASB).

## *Ability to:*

- Interpret, explain and apply policies, procedures, and regulations pertaining to payroll, benefits, budgeting and financial management.
- Respond to requests and inquiries for information regarding accounting, payroll, benefits, and policies and procedures.
- Properly train and provide information to subordinates on safe work practices and procedures and to follow OSHA regulations where required.





## Education and Experience

Qualified candidates will have a Bachelor's degree in accounting, business/public administration, finance or a related field (accounting degree is preferred) is required, in addition to seven (7) years of increasing levels of responsibility and general administrative experience with an emphasis in finance/accounting and three (3) years of supervisory experience. Municipal experience and a Master's degree in a related field are preferred.

## The Ideal Candidate

The ideal candidate will have experience in the areas of municipal finance, accounting, purchasing, payroll, accounts payable/receivable, revenue collections including TOT/TBID, and treasury. The ideal candidate will be a creative and innovative leader who has the ability to effectively make firm recommendations and decisions to the Town Manager based on experience and professional judgment. This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

The ideal candidate should be a collaborative leader with the ability to establish and maintain effective working relationships with the Mayor, Town Council, departments, outside agencies, and the community. The ideal candidate should be able to make effective and persuasive presentations to groups at all levels of Town government as well as outside organizations and have the ability to resolve issues and build consensus among diverse stakeholders.

The ideal candidate should set a positive example of competence, professionalism, energy and work ethic to the Town; advanced written and oral communication skills are required.

# Salary

The Town of Mammoth Lakes offers a competitive salary range between \$157,472 - \$192,903 commensurate with experience and extensive benefits that include:

- Housing Assistance: The Town may provide temporary housing (subject to availability).
- Town Provided Automobile: Access to an automobile from Town's existing vehicle fleet for use on Town business and for occasional de minimis personal purposes.
- Retirement:
  - CalPERS Defined Benefit Pension
  - 457 Plan - the Town will match up to \$2,400 annually. The Town does not participate in Social Security.
- Medical: The Town will pay 100% of the cost of the PERS Platinum plan for the employee and all eligible dependents.
- Dental & Vision: Health Reimbursement Arrangement (HRA) Plan with up to \$1,500 reimbursed annually for employee and \$800 for dependents. Each year, up to 80% of unused amounts may be rolled over.
- Life Insurance / AD&D: \$50,000 provided for the employee & \$5,000 for eligible dependents.
- Annual Leave Accrual: 200 hours annual leave accrued for the first year of service (increases to 272 hours); 88 hours of admin leave; and 12 paid holidays. Employee and all eligible dependents.. Relocation assistance will be available for a successful out of area candidate.

## How to Apply

Interested applicants should forward a cover letter and resume for consideration to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: TOMLFD

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)

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