



City of
Los Banos
At the Crossroads of California

TAKE YOUR CAREER TO THE NEXT LEVEL

Join the City of Los Banos as the

Finance Director

and become a key player in the City's leadership team!

Are you a strategic leader who likes to oversee a dynamic team of professionals, ensuring excellence in accounting, revenue, purchasing, payroll, and budgeting?

Do you have a passion for public service and a knack for financial management?

If so, read on, because the City of Los Banos is excited to announce the recruitment for a Finance Director this is the opportunity for you!

Salary: \$157,560 – \$201,180 / year annually D.O.E.



LOS BANOS COMMUNITY

We're very proud of our family-oriented community, which has maintained a small-town atmosphere while accommodating thriving residential and economic growth.

Centrally located at the "Crossroads of California", Los Banos is much more than meets the eye. From bird watching to water skiing, fishing to elk watching, Los Banos offers thousands of acres of recreational fun and enjoyment opportunities for the young and young at heart.

The City of Los Banos, population 47,419, is situated on the west side of Merced County and is the county's second largest city. The City is conveniently located in the center of California and is about two hours from the cities of San Francisco, Oakland and Sacramento, as well as Yosemite National Park. California's Monterey Peninsula and the Pacific Ocean are accessible in one and a half hours, as well as the Valley's major cities of Stockton and Fresno. The Silicon Valley is just more than an hour's drive away.

A combination of new enterprise, local government, and agriculture-based operations all contribute to the City's economy, which continues to provide residents with a variety of amenities to enjoy. In addition to public services, including water, sewer, parks and recreation, and strong public safety departments, the City of Los Banos also offers a variety of retail and entertainment venues for its residents. With its rich culture, prosperous business community, and thriving agricultural industry, you'll find a family-friendly environment ideal for work or play.

THE GOVERNANCE

Los Banos is a full-service city dedicated to partnering with the community to provide excellent services and amenities. With a Council Manager form of government, it has an elected Mayor, four

City Council Members, City Clerk, and City Treasurer. The Mayor serves a two-year term while Council Members serve four-year terms with half of the Council seats open for election every two years.

The City Manager oversees an organization with approximately 200 employees across several departments including Fire, Police, Public Works (including the Los Banos General Aviation Airport), Parks & Recreation, Community & Economic Development, Building, Human Resources, and Finance. The General Fund Operating Budget is \$28.9M for FY 2024-2025, with a total budget of \$119.1M.

For more information about the City of Los Banos, please visit: www.losbanos.org.

THE IDEAL CANDIDATE

Join the City of Los Banos as the Finance Director and become a key player in our City's leadership team! Reporting directly to the City Manager, you'll oversee a dynamic team of professionals, ensuring excellence in accounting, revenue, purchasing, payroll, and budgeting. If you're a strategic thinker with a passion for public service and a knack for financial management, this is the opportunity for you.

In this pivotal role, you'll:

- » Lead and Inspire: Guide and mentor a dedicated team of professionals, technical experts, and support staff.
- » Drive Financial Excellence: Develop and implement cutting-edge financial policies that enhance efficiency and effectiveness.
- » Manage Key Functions: Oversee debt, investments, internal controls, and organizational risk to ensure our city's financial health.
- » Innovate and Improve: Continuously seek ways to improve our financial operations and services to the public.

Essential Duties and Required Skills

Key Responsibilities:

- » Develop and implement department goals, policies, and procedures.
- » Oversee budgeting, accounting, payroll, and financial reporting.
- » Ensure compliance with local, state, and federal regulations.
- » Lead and manage department staff, including training and performance evaluations.
- » Coordinate with other departments and external agencies.
- » Prepare and present reports to the City Manager and City Council.
- » Maintain positive relationships with the public and city employees.
- » Conduct research and prepare technical and administrative reports.
- » Manage grant compliance and special district activities.
- » Perform risk management and utility rate analysis.

Required Skills:

- » Expertise in budgeting, accounting, and financial management.
- » Knowledge of Generally Accepted Accounting Procedures (GAAP) and current accounting practices.
- » Familiarity with relevant laws and regulations.
- » Strong leadership, team building, and conflict resolution skills.
- » Proficiency with modern office procedures and computer equipment.
- » Excellent organizational, analytical, and management abilities.
- » Reliable attendance and punctuality.
- » Strong customer service and communication skills.
- » Commitment to continuous education and training.

Key Priorities and Attributes

Key Priorities:

- » Lead the Finance and IT Departments, ensuring efficient operations.
- » Analyze and interpret budget and technical reports and evaluate staff performance.
- » Ensure compliance with local, state, and federal regulations.
- » Develop and implement department policies and procedures.
- » Prepare and manage department budgets.
- » Oversee multiple projects, managing costs, resources, and schedules.
- » Present reports at City Council meetings and coordinate with other departments.

Attributes:

- » Strong leadership and independent work capabilities.
- » Excellent communication and interpersonal skills.
- » Ability to maintain confidentiality and exercise independent judgment.
- » Proficiency with modern office equipment and software.
- » Effective problem-solving and decision-making skills.
- » Ability to manage and adapt to emerging information technologies.
- » Commitment to maintaining high standards and trustworthiness.

MINIMUM QUALIFICATIONS

A combination of the education, experience, and training equal or equivalent to the following:

- » Must be age eighteen (18) by date of application.
- » Possession of a valid California Class C driver license.
- » Bachelor's degree from an accredited college or university in accounting, business administration, or related field.
- » Five (5) years of increasingly responsible professional experience in financial accounting, including three (3) years supervisory experience providing technical and functional supervision over assigned personnel.



DESIRED QUALIFICATIONS

- » One (1) year of local governmental accounting experience.
- » Certified Public Accountant (CPA) certification.

SALARY & BENEFITS

The current salary for the Finance Director: \$157,560 – \$201,180 / year annually D.O.E.

The City provides a comprehensive benefit package to employees. A summary of key benefits is listed below.

The excellent benefits package includes:

- » **Retirement:** If new hire is a current CalPERS member hired prior to January 1, 2013: City covers the employer portion (currently 10.93%) toward the 2% at 60 Plan. Employee contributes 7% of gross salary each pay period toward the employee portion. Employee contribution to CalPERS is tax deferred.
If new hire is not a CalPERS member: City covers the employer portion (currently 8.18%) toward the 2% at 62 Plan. Employee contributes 8.25% of gross salary each pay period toward the employee portion. Employee contribution to CalPERS is tax deferred.
- » **Social Security:** City participates in this program; Employee contributes 6.25% of gross salary
- » **SDI:** City participates in this program; Employee currently contributes 1.1% of gross salary
- » **Education Incentive Pay:** \$100 per month for A.A./A.S.; or \$175 per month for B.A./B.S.; or \$225 per month for M.A./M.S.
- » **Bilingual Incentive Pay:** \$50 per month for Basic Verbal Skills; or \$100 per month for Comprehensive Verbal Skills; or \$150 per month for Written Presentation Skills



- » **Tuition Reimbursement:** Tuition will be reimbursed in accordance with policy, upon successful completion of courses, up to \$3,000.00 per fiscal year per employee.
- » **Health Plan:** Effective on the first day of the month following employee's hire date. If currently covered by another group health plan, the employee may waive the City's health plan coverage and receive up to \$400 per month by providing proof of other health coverage.
- » **Health Savings Plan:** Employee must contribute \$75 per month toward a Health Savings Plan. Contributions begin after one year of employment. Employer will also contribute \$75 per month to the plan after one year of employment. Employee not eligible for City-paid health benefits at retirement.
- » **Dental & Vision Plans:** Effective on the first day of the month following employee's hire date. Please see attached rates.
- » **Life Insurance:** Effective on the first day of the month following employee's hire date. City covers the cost of \$50,000 coverage for employee only. Employee has the option to buy-up additional coverage at their own cost. Cost is dependent upon employee's age.
- » **Sick Leave:** Accrued at 8 hours per month.
- » **Vacation Leave:** Regular Employees with five (5) full years of service or less earn 6.67 hours Vacation Leave for each full calendar month of employment; five (5) to fifteen (15) full years of service earn 10.00 hours for each full calendar month of employment; over fifteen (15) full of years of service earn 13.36 hours for each calendar month of employment.
- » **Administrative Leave:** Management employees receive ten (10) workdays off, with full salary and benefits, during every fiscal year of employment. Every July 1st, 80 hours are accrued and may not be carried over. Newly hired employees will receive a pro-rated amount.
- » **Holidays:** The following is a list of approved City Holidays for Regular Employees assigned to a traditional Monday - Friday Work Week:
- » **Deferred Compensation:** Optional participation in plan through Empower, Nationwide Insurance Solutions, or Mission Square Retirement.

View full list of benefits: [Human Resources – City of Los Banos.](#)

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position will be Open Until Filled.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

[Koff & Associates.](#)

Resumes should reflect years and months of positions held, detailing experience, and demonstrated career accomplishments relevant to this position along with the application.

For additional information please contact:



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Website: <https://koffassociates.com/>

The successful candidate must pass an employment background check, including a Department of Justice criminal records check. The successful candidate may also be required to pass a post-offer medical examination, which includes a drug test.

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will participate in a phone screen with the assigned recruiter, Amanda Kreller. Koff & Associates will then present their findings in a report to the City. The City will then select candidates who will be invited to participate in a formal interview process that includes virtual and in-person interviews.



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