



The City of Mt. Shasta Director of Finance

The City & Community: The City of Mt. Shasta is located in far Northern California, fifty miles south of the Oregon border at the base of majestic Mount Shasta. The Shasta Trinity National Forest surrounds the community. Several lakes, miles of rivers and streams, and thousands of acres of back country provide an outstanding environment for many summer and winter outdoor activities. The Fourth of July Celebration, Labor Day Car Show and Cruise, and the Christmas Tree Lighting and Santa's Sleigh Ride are just a few popular community events.

Mt. Shasta is a full-service General Law City, incorporated in 1905. It currently has 3,268 residents, although the population of its sphere of influence is approximately 7,000. The City operates under a Council-Manager form of government. The City's \$8.5 million annual operating budget provides a full range of public services, including police and fire protection, public works, water and wastewater utilities, and planning and building.

The Position: The position coordinates, directs and participates in the City's finance operations and activities, including purchasing, risk management, payroll, grant management and the preparation, development, monitoring, review, analysis, maintenance and adjustment of City funds and accounts. The position is responsible for accurate and timely financial record-keeping and reporting, auditing functions, and developing and analyzing City budgets, as well as providing consultation and technical expertise to City administrators, officials, departments and others concerning fiscal operations.

Education & Experience: The ideal candidate is a hands-on manager who motivates others and is committed to excellence and customer service, possesses exceptional interpersonal and communication skills (both oral and written), is an energetic self-starter and has a reputation for professional integrity. This position requires any combination equivalent to a bachelor's degree in accounting, business administration or related field and five years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts in a municipal or similar setting.

Compensation & Benefits: The current salary range is \$7,358 to \$8,094 per month. Benefits include a cafeteria plan for health, dental and vision insurance and the City covers the cost of the monthly premium. Employees may choose to participate in two plans for employee, employee plus children or employee plus family. The position receives P.E.R.S. 2% at 62 (new members) or 2% at 55 (classic members) retirement plan, 12 holidays per year (96 hours), sick leave (8 hours/month), bereavement leave (40 hours), administrative leave (40 hours) and vacation days, which accrue monthly at a rate that increases with tenure (80 to 160 hours). The City also has two employee-funded deferred compensation plans available.

How to Apply: Interested applicants can obtain a job description and application from City Hall by phoning 530-926-7510 or on the City's website at www.mtshastaca.gov under Human Resources. Applications and resumes must be submitted to City Hall, Attn: Human Resources at 305 N. Mt. Shasta Boulevard Mt. Shasta, CA 96067 or by email to jpolk@mtshastaca.gov or by fax at (530) 926-1342. The position is open until filled. Resumes will not be accepted without a completed application.

The final candidate must successfully pass a pre-employment background check and drug screen.