



The City of Pittsburg is recruiting for  
**FINANCE DIVISION MANAGER**

**\$107,820 - \$131,052 annually**

**Closing date: Open until Filled**

**The City of Pittsburg in California seeks a FINANCE DIVISION MANAGER for the Finance Department.**

The Finance Division Manager works under the direction of the Department Director to perform professional accounting work which includes budget and debt financing, coordinating and preparing the City's budget, cash management, providing information to City staff regarding accounting practices and procedures, assisting in CAFR, providing back-up coverage to the other Finance Division Managers, and supervising lower-level staff in their day-to-day operations which include payroll, accounts payable/budget, and other functions.

Pittsburg continues to grow as a community which will lead to a higher demand for City services, your work as a Finance Division Manager will have an immediate impact on the City's operations.

An ideal candidate for Finance Division Manager possesses the following:

- Experienced preparing a multi-fund city-wide budget
- Ability to participate in the development of policy and procedures as well as goals and objectives for Finance
- Possess working knowledge of budgeting and ability to make recommendations through great analytical skills
- Problem solver and embraces challenges
- Great interpersonal skills and ability to work collaboratively with other City Departments/Divisions, and outside agencies
- Leadership experience that included supervising, motivating, mentoring, and managing staff
- Excellent written/oral communication and customer service skills
- Flexible and adaptable to change; able to prioritize and efficiently manage multiple assignments for self and others
- Possess exceptional management and organizational abilities
- Prior governmental accounting and financial reporting is desirable but not required

**Minimum Qualifications**

**Education:** Qualified applicants must possess a bachelor's degree in finance, accounting, business administration or equivalent.

**Experience:** Four years of increasingly responsible experience in professional accounting preferably in a municipal government setting, of which at least two years is at a supervisory level. Budgeting experience is highly desirable.

**License:** Possession of, or ability to obtain, a valid Class C California driver's license and proof of auto liability insurance is required.

**Desirable:** A Certified Public Accountant license is highly desirable.

**Interested applicants are encouraged to learn more information about the Finance Division, read the complete job description and apply online at [www.ci.pittsburg.ca.us](http://www.ci.pittsburg.ca.us).**

### *About the Community*

The City of Pittsburg is a culturally rich and diverse community of over 72,000 residents and expected to grow to 90,000 in the next 20 years. Pittsburg is located in Northern California in the Bay Area Region and is perfectly situated for easy access to the greater Bay Area, San Francisco, Napa Valley, Sacramento, and the foothills of the Sierra Nevada Mountains and Lake Tahoe. Pittsburg City Hall is also conveniently located a short walk from the Pittsburg Center Station for the Bay Area Rapid Transit System (BART), making a commute from cities throughout the Bay Area very easy. Pittsburg has waterfront homes, a performing arts theater, a variety of seasonal events, an extensive park system, a large public-school system, and a variety of shopping centers. It also offers extensive recreational facilities, including one of the California Delta's largest and most modern marinas. With its commitment to a quality community environment, Pittsburg is an ideal city in which to live, work and recreate.

### *About the Organization*

The City of Pittsburg is a full-service city following the council-manager form of government. We have about 290 full time employees and about 350 employees total (depending on the season). Pittsburg is currently organized into the following departments: City Management, Community Development (Building, Engineering, and Planning), Community Services (Housing Authority, Pittsburg Power Company, and the Successor Agency to the former Redevelopment Agency), Economic Development and Recreation, Human Resources, Finance, Police, and Public Works (Operations/Maintenance, Utilities, Facilities, Parks, and Water Treatment). Fire Protection services are provided by the Contra Costa County Consolidated Fire Department.

### *Benefits*

Benefits for permanent employees include great location, salary increases, CALPERS retirement, medical/dental insurance, paid life insurance, retirement health saving account, deferred compensation plan with employer match, paid time off, tuition reimbursement, wellness activities, employee assistance program, employee development courses, and career advancement opportunities.

For detailed information on these benefits please visit the City's Salary and Benefits Schedule information online on the [Human Resources Website](#).

## **Selection Process for FINANCE DIVISION MANAGER**

Qualified applicants are encouraged to complete an employment application and supplemental questionnaire on [www.governmentjobs.com/careers/pittsburg](http://www.governmentjobs.com/careers/pittsburg). Employment applications will be disqualified if a resume is submitted in lieu of completing the application or if sections of the applications are left blank that relate to the minimum qualifications of the job such as education and work history. Applications will be evaluated to determine if it meets the minimum qualifications of the job. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase in the process. The recruitment process will result in an eligibility list of candidates for consideration for the vacancy.

*First Application Review: Week of September 2, 2019*

**Recruitment closing date: Open until position is filled**

<p><b>City of Pittsburg</b> <b>Human Resources Department</b> <b>65 Civic Avenue, 2nd Floor</b> <b>Pittsburg, CA 94565</b></p>
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***An Equal Opportunity Employer***