

JOB OPPORTUNITY

BUDGET AND TREASURY DIVISION MANAGER (FINANCE OPERATIONS MANAGER)

Job Duties

- Plans, organizes and administers the general fund, capital improvement and cost center budgets' preparation process, including the creation, preparation, modification, maintenance and analysis of the City's operating budget forecast.
- Provides leadership and technical assistance to the budget team including the City Manager's Office, Finance and Human Resources Departments.
- Oversees and monitors investment of City funds.
- Manages the preparation of documents needed to issue long-term debt and ensures compliance with bond documents and covenants for all City-issued debt.
- The complete job description can be viewed [here](#).



City of Fremont is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 230,504 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and City Manager.

Qualifications

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Bachelor's degree in Accounting, Economics, Finance, Public or Business Administration

and

Five (5) years of progressively responsible experience, including one year of supervisory experience, with public agency financial and/or budgetary systems. A Master's degree or CPA may be substituted for one year of experience.

Ideal Candidate

We are looking for strategic thinkers, with a natural leadership quality. The work of this division requires a comprehensive approach to problem solving and a strategic approach to project management. Excellent communication and supervisory skills will be essential for success. **Possession of a Master's Degree or CPFO are highly desirable.**

Annual Salary Range

\$149,607 - \$201,966

Commensurate with Qualifications and Experience

A summary of benefits can be viewed online:
[Benefits Summary](#)

The City of Fremont is an Equal Employment Opportunity Employer.

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