



County of Sonoma (CA)

Fairgrounds Chief Financial Officer

SALARY	See Position Description	LOCATION	Santa Rosa, CA
JOB TYPE	Full-Time	JOB NUMBER	23/07-0422-OFGSC
DEPARTMENT	Sonoma County Fairgrounds (FGS)	OPENING DATE	07/24/2023
CLOSING DATE	Continuous		

Position Information

Salary
\$61.77-\$75.09/hourly
\$4941.60-\$6007.20/biweekly
\$10,743.45-\$13,060.15/monthly
\$128,921.40-\$156,721.80/annually

PLUS a \$20,000 Signing Bonus^

Lead the financial success of our community's favorite traditions as the Chief Financial Officer at the Fairgrounds!



Starting salary up to \$75.09/hour (\$156,721/year) and a competitive total compensation package!*

The Sonoma County Event Center at the Fairgrounds is seeking an experienced and focused Chief Financial Officer (CFO) to join our team. This position reports directly to the Fairground Chief Executive Officer and will be responsible for developing and administering an \$11 million operating budget as well as capital improvement projects for the fairgrounds and racetrack. The CFO will also have direct influence over the management of financial and accounting functions, debt management, risk management, contracts, purchasing, and payroll. The CFO will:

- Prepare and present monthly financial reports and the annual budget to the Sonoma County Fair Board and committees
- Supervise accounts payable and receivable processes
- Develop financial policies and personnel and procedures to ensure compliance with Generally Accepted Accounting Principles, state and federal laws, and County fiscal policies

- Manage the Sonoma County Fair and Exposition Inc.'s financial decisions and assist in the development of strategic business plans
- During the annual fair, manage financial and regulatory compliance with California Horseracing Law during live racing meets as well as calculate and distribute sums owed to third parties in coordination with the Paymaster of Purses

The ideal candidate will have significant experience in accounting, financial management, strategic planning, and operational decision-making. They will also possess:

- Excellent communication skills and the ability to work collaboratively with cross- functional teams to drive growth and profitability
- A deep understanding of regulatory compliance
- Proven practical accounting experience
- Strategic thinking with a strong analytical mindset and exceptional problem-solving skills to navigate complex financial tasks
- Intermediate to expert knowledge of all Microsoft Office Suite products, computerized accounting systems, and basic familiarity and comfort with information technology
- A degree in accounting and/or a CPA license is highly desirable.

About the Fairgrounds

The Sonoma County Fair is among our region's most time-honored and cherished traditions. Over the past 75 years, the Fair has grown to become one of the most popular in the state. Famous for its top-quality horse racing, stunning flower show, and constant innovation in family entertainment, the Fair continues its unswerving commitment to showcase and provide education on the wealth of our agricultural community. In 2014 Sonoma County Fairgrounds became the Sonoma County Event Center to better reflect the full-time nature of the operations of the facility.

What We Offer

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to excellent benefits* including:

- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid 100% premium contribution for the majority of employee-only and employee + family health plan options
- An annual Staff Development/Wellness Benefit allowance of up to \$2,000 and ongoing education/training opportunities
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment

^Hiring Incentives

The Sonoma County Fairgrounds is currently offering a \$20,000 signing bonus paid over three installments during the first three years of service.

Other incentives which may be offered, if applicable, include:

- Advanced paid vacation and/or sick leave (up to 24 hours per leave type)
- Relocation reimbursement of up to \$10,000

*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can be found in the [Salary Resolution \(SalRes\)](#) and our [Employee Benefits Directory](#).

The Sonoma County Fairgrounds is currently recruiting to fill a Chief Financial Officer. This employment list may be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***Qualified County employees who wish to be considered for future positions should consider applying to this recruitment.***

Employees in this class are in the unclassified service; this class is exempt from the Civil Service Ordinance of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A as amended. The official title for this position is Chief Financial Officer/Deputy Fair Manager.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Minimum Qualifications

Education: Academic coursework which directly relates to the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in accounting or finance will provide the required knowledge and abilities.

Experience: Any combination of training and experience that will provide an opportunity to acquire the knowledge and abilities listed. Normally, three years of professional accounting and/or auditing experience with a governmental agency or Certified Public Accountant Agency, would provide such opportunity.

Desirable Qualifications: Experience in supervising technical and professional accounting personnel is highly desirable.

Knowledge, Skills, and Abilities

Considerable knowledge of: modern accounting, auditing, budgetary and related fiscal methods and procedures particularly as applied to governmental systems; accounting theories, principles and practices and their application to a wide variety of accounting transactions and problems; modern office management including the application and use of standard office and electronic data processing equipment; the laws, ordinances and regulations influencing County fiscal operations.

Working knowledge of: the principles and methods of supervision.

Ability to: plan, organize and direct the work of a major accounting function; apply accounting principles and procedures; exercise sound judgment and make independent analysis and recommendation on difficult fiscal and administrative problems; interpret complex laws, mandates and regulations and apply them to a variety of accounting systems and fiscal operations; coordinate accounting activities and fiscal operations with other Fair activities and other County departments; develop and install new procedures and methods in a fiscal operation; make presentations regarding the fiscal operation of the Fair to the Fair Board and the Board of Supervisors; deal effectively, courteously and tactfully with Fair Board members, Fair staff, and other county and governmental officials; prepare clear, concise and meaningful accounting, auditing and statistical reports; communicate effectively both orally and in writing; supervises and evaluates the work of subordinates assigned to the simulcast operation and acts as liaison with contractors and concessionaires associated with the operation; supervise subordinates and contractors assigned to ticket sales, gate control, money handling and security during fair time.

Selection Procedure & Some Helpful Tips When Applying

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for a thorough assessment of your qualifications. Responses that state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as the number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer is contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted online at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

HR Analyst: BH

HR Technician: RR

Agency

County of Sonoma (CA)

Address

575 Administration Drive, Suite 116B

Santa Rosa, California, 95403

Phone

(707) 565-2331

Website

<http://www.yourpath2sonomacounty.org>

Fairgrounds Chief Financial Officer Supplemental Questionnaire

***QUESTION 1**

How did you first learn about this opportunity?

- Association of Bay Area Governments (ABAG)
- California State Association of Counties (CSAC)
- Careers in Government
- College or University
- Craigslist
- DiversityJobs
- Employee of Sonoma County
- Facebook
- Glassdoor
- Google Jobs
- GovernmentJobs.com
- Handshake
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Instagram
- International Association of Fairs and Expos
- Job Fair
- La Voz
- Latino Service Providers
- LinkedIn
- Los Cien
- Minority Organization or Group
- Municipal Management Association of Northern California
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Start Here!
- Twitter

- Veterans Services Office
- Western Fairs Association
- Women's Organization or Group
- Workplace Diversity
- Other Internet Site
- Other Publication

***QUESTION 2**

For this question and all subsequent questions, please provide sufficient information to allow for a thorough evaluation of your qualifications. Responses to supplemental questions may be scored using specific criteria and may be reviewed by hiring managers.

Please describe how your education, training, and employment experience in accounting and finance qualifies you for this position.

***QUESTION 3**

Please provide an example of your practical accounting experience, highlighting specific tasks or projects where you successfully applied accounting principles and procedures to analyze financial data, identify areas for improvement, and implement solutions that positively impacted the financial performance of the organization.

***QUESTION 4**

Please provide an example of a complex budget, accounting, and/or financial report you have worked on. Include any details regarding your analysis and application of various laws and regulations, as well as the conclusions and/or recommendations you drew from the report.

***QUESTION 5**

Please provide an example of a successful strategic plan you developed or assisted in developing. Include your role, the data gathered and analyzed, and the outcome of the process.

***QUESTION 6**

Please describe your experience reporting to Boards, Committees, and/or outside agencies. Detail the type of organization you were working with and the information you presented.

* Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

Retirement: Fully integrated with Social Security. For more information regarding eligibility, retirement contributions, and reciprocity with prior public service, please visit:

<https://scretire.org/active/-/deferred/when-you-are-hired>.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process and more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at

<https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/human-resources/divisions-and-units/employee-relations/labor-agreements-and-salary-resolution>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/human-resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.