CITY OF

ST. HELENA

CALIFORNIA



FINANCE DIRECTOR/TREASURER

Recruitment Services Provided by
Ralph Andersen & Associates

AN EXCEPTIONAL CAREER OPPORTUNITY



A nationwide search is underway to attract highly qualified candidates for consideration as the Finance Director/Treasurer with the City of St. Helena. This Department Head position reports directly to the City Manager and receives policy direction from the City Council. The successful candidate will be a hands-on, strategic financial leader who thrives in a small-city environment where the Finance Director/Treasurer is a trusted advisor on every major decision the City makes.

ST. HELENA AND THE NAPA VALLEY

Located in the heart of the Napa Valley, St. Helena is one of California's most celebrated small towns. Home to roughly 5,200 residents across about five square miles, the City sits at the center of the St. Helena American Viticultural Area, surrounded by more than 400 vineyards and world-renowned wineries such as Beringer, Charles Krug, and Clif Family. Its historic, walkable Main Street, its long-standing limits on chain businesses, and its deep agricultural roots give St. Helena a character that residents work hard to protect. The community is also home to the Culinary Institute of America at Greystone and it offers easy access to the outdoor recreation, dining, arts, and cultural amenities of Napa and Sonoma counties, with the San Francisco Bay Area and Sacramento region within an easy drive.













ABOUT THE CITY

First established as a town in 1876, St. Helena is a general law city operating under the council-manager form of government. The City provides a full range of municipal services, including Police, Fire, Community Development (Building/Planning), Finance/Utility Billing/IT, Human Resources, Public Works, Parks and Recreation, and Library, with a General Fund budget of approximately $23 million (FY 2026-27) and approximately 90 full-time employees. The City also has a rolling five-year Capital Improvement Project budget of about $67 million. The City is in the process of hiring a permanent City Manager.

THE POSITION

The Finance Director/Treasurer plans, manages, and directs all operations of the Finance Department and the City's outsourced information technology services. Serving as the City Treasurer, the Director oversees the City's investment portfolio, cash management, and debt programs, and provides responsible and complex financial support and advice to the City Council, City Manager, and Department Heads. The Director leads a team of professional, technical, and office support staff, along with assigned contractors.

Broad areas of responsibility include:

- **Budget and Financial Planning:** Directing the preparation and administration of the City's annual and long-range budgets, developing revenue and expenditure forecasts, and presenting and defending financial recommendations to the City Council.
- **Treasury, Investments, and Debt:** Managing the City's investment portfolio in line with adopted policy, balancing safety, liquidity, and return; overseeing cash management; and administering bond programs and other financing for capital needs.
- **Accounting, Reporting, and Audit:** Maintaining sound accounting, financial reporting, and internal control systems, and coordinating the City's annual financial audit and other required audits.
- **Financial Operations:** Overseeing purchasing, payroll, utility billing, business licensing, grant administration, and fixed assets.

THE POSITION CONTINUED



- **Information Technology:** Providing strategic leadership for the City's outsourced technology services, including cybersecurity safeguards, continuity of critical operations, and modernization of systems and business processes.

The Finance Director/Treasurer joins St. Helena at an important moment. The City is establishing Finance as a stand-alone department, preparing a new two-year budget, and revisiting water rates, all while welcoming new leadership across the organization. Success in this role demands a leader who can bring clarity and confidence to the City's finances, explain complex financial matters in plain terms to the Council and the community, and build a strong, service-oriented Finance team.

Highlights of the opportunity include:

- **Build a department, not just run one:** St. Helena is moving Finance out of Administrative Services and into a stand-alone department, giving the new Director the opportunity to shape its structure, priorities, and culture.
- **Inherit a strong, capable team:** A capable Finance Manager leads a dedicated, skilled staff, who will assist the Finance Director in updating financial policies, documented accounting processes, and organizing electronic accounting files for easy access.
- **Lead a full and varied portfolio:** The Director/Treasurer oversees the General Fund and two enterprise funds (water and wastewater), along with treasury, investments, and technology services.
- **Deliver visible, high-impact work:** Near-term priorities include a new two-year budget, a review of water rates, and financial support for an active capital improvement program of about $67 million.
- **Join a new leadership team:** With a new City Manager, the City's first dedicated Human Resources Director, and newly elected Council Members coming on board, the Finance Director/Treasurer will help set the City's direction for years to come.
- **Engage an informed, invested community:** Residents and the City's Finance Committee, made up of experienced private-sector finance professionals, care deeply about City finances; the Director serves as staff to the Committee and will find a ready audience for clear, candid financial information.











THE IDEAL CANDIDATE

The ideal candidate is a seasoned public finance professional with a proven track record in governmental accounting, budgeting, treasury and investment management, and debt financing, ideally gained in a California city or special district. This person combines strong technical knowledge of fund and governmental accounting, auditing, and financial controls with the leadership skills needed to direct a small, multifaceted department. Familiarity with information technology management, including cybersecurity, cloud computing, and emerging tools such as automation and artificial intelligence, will be a distinct advantage, as the Director also sets the City's technology priorities.

Equally important are the communication and interpersonal skills to serve as a trusted advisor to elected officials, City leadership, and the public. In a small organization, the Director must be comfortable both setting strategy and rolling up their sleeves, attending evening Council meetings, and building consensus across departments. Above all, this person brings integrity, transparency, and a steady hand, earning the confidence of the Council, staff, and the St. Helena community.

QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for the position is qualifying. A typical way of obtaining the required qualifications would be:

- **Experience:** Seven to ten years of increasingly responsible professional experience in governmental finance, accounting, budgeting, auditing, or a closely related field, including at least three years of administrative, management, or supervisory responsibility.
- **Education:** A bachelor's degree from an accredited college or university with major coursework in accounting, business administration, finance, public administration, or a related field. A master's degree in a related field is desirable.
- **Certification:** Certification as a Certified Public Accountant (CPA) is desirable.
- **License:** Possession of, or the ability to obtain, a valid Class C California driver's license.

COMPENSATION AND BENEFITS



This is an at-will executive position. The annual salary range for this position is $196,324 to $238,633.

The City offers a competitive benefits package, including:

- **Retirement:** CalPERS defined benefit retirement: 2.0% at 60 formula for Classic members or 2.0% at 62 formula for PEPRA members. Employees pay the full employee share of the pension cost and contribute an additional 1% toward the employer's cost. City employees also participate in Social Security.
- **Insurance:** Health, dental, vision, and life insurance. The City currently pays the full premium for employees and their dependents.
- **Deferred Compensation (457):** City match of up to $200 a month.
- **Leave Time:** Vacation, sick leave, 12 paid holidays, floating holidays, and executive leave.
- **Other Benefits:** Longevity pay after five years of service, auto allowance, flexible spending account (dependent care and medical), wellness reimbursement, and Employee Assistance Program.

APPLICATION PROCESS AND TIMELINE





Interested candidates should email a cover letter and resume to **apply@ralphandersen.com by Monday, December 14, 2026**. This is a confidential recruitment throughout all stages.

Ralph Andersen & Associates will review resumes on an ongoing basis, and the most qualified candidates will be invited to interview. References are not required at submission but will be requested once mutual interest is established.

Top candidates will advance to a panel interview, and a select group of finalists will be interviewed in person (travel expenses reimbursed). Final selection will include meetings with the City Manager and key City leadership, along with a thorough background and reference check.

Ideally, the new Finance Director/Treasurer will join the City of St. Helena in February 2027, to ensure a smooth leadership transition. For questions, contact Ian Appleyard at 916-630-4900, or reach out confidentially at **info@ralphandersen.com**.

The City of St. Helena is an equal opportunity employer.

www.cityofsthelena.gov