

# City of Lake Forest

## Assistant Director of Finance



The City of Lake Forest, California is seeking candidates for an Assistant Director of Finance. This amazing community is adjacent to the Saddleback Mountains and offers optimal quality of life and a suburban identity that relies upon an established image of lakes, creeks, forests, and open space. The successful candidate will have a broad background in public sector finance, a strong track record of success, superior interpersonal and communication skills, outstanding public speaking abilities, and must display strong leadership characteristics, with well-grounded, ethical decision-making skills.

## The Community

The City of Lake Forest (population 86,698) is located in the heart of South Orange County and the beautiful Saddleback Valley. The City's motto, "remember the past, challenge the future," is the Lake Forest way of life. Lake Forest was incorporated as a city in 1991 to help ensure that it will always be an ideal place for business to prosper and people to live, work, and play. The City has a thriving business community with key industries in apparel, healthcare, and technology.

Lake Forest has the charm of a small community with the convenience of a large metropolitan city. It is the place to live the good life in beautiful, safe, well-planned neighborhoods. The environment is ideal with mild Mediterranean weather, lush green hills, groves of eucalyptus trees, lakes, and style. The City offers family living at its finest with homes to meet all needs including lake front homes, equestrian estates, luxury condominiums, town homes, mobile home parks, and retirement communities.

Lake Forest's 30 public parks and the Whiting Ranch Regional Wilderness Park offer acres of great outdoor pleasure. There are free summer concerts in the park, theaters, community playhouse productions, special events at Heritage Hill Historical Park, and City sponsored programs for all age groups. Lake Forest has quality public schools for grades K-12, several preschools, private elementary schools, and technical and trade schools within the City. Higher education is only minutes away at the University of California at Irvine, California State University at Fullerton, Chapman University, Concordia University, and Saddleback and Irvine Valley Community Colleges.

## The City

The City of Lake Forest has a total 2021 operating budget of approximately \$46.5 million and employs 65 full-time employees. Major services such as police, fire, and parks/streets maintenance services are provided through contracts. The City is "debt free," having retired all outstanding bonds and unfunded pension liabilities. The City has recently completed a new Civic Center that includes a Community Center, Senior Center, Performing Arts Center, and City Hall.

## The Position

The Finance Department is responsible for accounting, purchasing, contracts, cash management, treasury, asset management, budgeting, and financial reporting. The dynamic individual chosen for this position will be responsible for providing highly responsible and complex management support to the Director of Finance in planning, directing, managing, and overseeing the activities and operations within the Department. Key responsibilities will include overseeing day-to-day accounting functions, overseeing annual audits, financial reporting, and developing the CAFR. This position will also lead and participate in the selection and implementation of a new ERP. This position is responsible for leading and overseeing professional and technical accounting staff. Current department staffing levels include eight full-time positions.

The ideal candidate will have the ability to understand, interpret, and apply Government Accounting Standards Board (GASB) practices including significant experience with municipal audits, prepare a variety of financial reports including the CAFR, provide financial oversight and planning for capital projects, and develop creative and strategic solutions for a variety of municipal government challenges including post-pandemic impacts, pension obligations, and potential disruptions to local government revenue sources.

## The Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in finance, accounting, public or business administration, or a closely related field.

**Experience:** Five years of progressive responsible planning experience with a municipality, including two years of management and administrative responsibility.

**License:** Possession of a Certified Public Accountant designation is highly desirable.

## Compensation and Benefits

The City of Lake Forest is offering a competitive salary of \$115,080 - \$149,604. Offered salary will be dependent on the selected candidate's qualifications (DOQE). In addition, the City provides an exceptional benefits package that includes California PERS retirement (2%@55 for classic members). The City conducts bi-annual compensation surveys to maintain a competitive market position.

## To Apply

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. Candidates are encouraged to **apply by May 7, 2021**.

Following the initial screening of qualifications, candidates may be asked to complete a series of written responses for further evaluation. Ralph Andersen & Associates will conduct all preliminary interviews.

If you have questions or would like to discuss the opportunity further, please call Doug Johnson at (916) 630-4900. Confidential inquiries are welcome.

For further information regarding the City of Lake Forest visit [www.lakeforestca.gov](http://www.lakeforestca.gov).

*The City of Lake Forest is an Equal Opportunity Employer*

