

City of

COSTA MESA



invites your interest in the position of

Assistant Finance Director

SOUTH
COAST
PLAZA

The Opportunity

The City of Costa Mesa is recruiting for a highly experienced professional to serve as the Assistant Finance Director. The successful candidate will have a broad background in public sector finance, a strong track record of success, superior interpersonal and communication skills, and must display strong leadership characteristics with well-grounded, ethical decision-making skills. The successful candidate will have a well-rounded public finance background with in-depth knowledge and experience in local government finance.

The Community

Located in the heart of Orange County, Costa Mesa is often referred to as “The City of the Arts and Culture.” The City also hosts and is the epicenter of actions sports industry as the birthplace for VANS, Volcom, RVCA, and others, a title befitting its world-class cultural venues. With a population of nearly 114,000, residents enjoy the benefits of beautiful neighborhoods, wonderful schools, ideal weather, and recreational opportunities. Vanguard University and Orange Coast College support a college student population within the community. Seasonal activities and special events help create the small-town feel treasured by Costa Mesa residents. The Scarecrow and Pumpkin Festival, Concerts in the Park, World Class Fair, and Snoopy House are examples of opportunities for family fun and community camaraderie. The festivals include a parade, train rides, pumpkin patch, face painting, and, of course, fire trucks.

Visitors and residents alike appreciate the close proximity to freeways, beaches, major airports, and popular tourist attractions while still enjoying peaceful surroundings. Within its 16.8 square miles, Costa Mesa offers unlimited recreational possibilities, including an iconic skatepark, two pristine golf courses and over 32 neighborhood and community parks. Fairview Park, a 209-acre natural habitat and wetlands, is considered a popular hidden regional jewel and perfect place for leisurely walks, biking, hiking, and jogging along its inviting trails. Costa Mesa also serves as home to some of the finest restaurants anywhere. The South Coast Plaza offers world-class shopping and is considered one of the highest volume of sales producers in the nation. Costa Mesa also serves as host to the iconic Orange County Fair that attracts over a million visitors every year.

The Costa Mesa Theater District is home to the Segerstrom Center for the Arts and its four performance halls, studio performance space and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, and the 1.6-acre Noguchi Sculpture Gardens. In addition, the Costa Mesa Playhouse is a popular venue within the City and is complimented by an array of art galleries.

City Government

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at-large. The City Council appoints the City Manager.

Costa Mesa is a full-service city supported by approximately 451 full-time staff and a FY 2021-22 operating budget of \$145.8 million. The Annual Capital Improvement Program for FY 2021-22 is approximately \$13.8 million.

The Finance Department

The Finance Department provides financial, accounting, treasury, procurement, and budgetary services for all departments of the City. The Division is responsible for financial analysis, fund financial analysis, cash management, investments, capital assets, debt administration, and financial reporting. Additional duties include monitoring the City’s investment portfolio; procuring services, supplies, and equipment for City departments; preparing and administering the City’s annual budget; providing accounting and budgeting for the successor agency; maintaining effective internal control policies and procedures to safeguard the City’s assets and manage its resources; conducting fiscal analysis during labor negotiations; and effectively using the City’s information technology resources to improve productivity, customer service, and public access to City information.

This position is an exciting opportunity for a qualified professional to join a high functioning team. The Assistant Finance Director will serve as a key member of the city’s management team and is expected to provide excellent leadership, mentorship, communication skills, and a great focus on providing high quality financial services.

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The Position

Reporting to the Finance Director, the Assistant Finance Director is responsible for assisting in the direction, planning, and evaluation of the Finance Department and for directing all phases of the City's accounting and treasury functions. An incumbent in the position will supervise professional staff who are responsible for maintaining the general ledger, account reconciliations, annual financial and compliance audits, treasury portfolio and treasurer's report, receipt and custody of all revenues, banking services, permit processing, accounts receivable, accounts payable, payroll processing, and issuance and administration of City debt. Additionally, the Assistant Finance Director will be responsible for evaluating accounting systems, fiscal reporting, and recordkeeping systems to ensure compliance with state and federal guidelines; participating in the selection, training, and evaluation of department personnel and serving as the Acting Finance Director when so designated.

The Assistant Finance Director leads a 13-person team with a fiscal year 2021-2022 departmental operating budget of \$4.75 million. As a key position in support of managing and maintaining services and representing the City, the Assistant Finance Director must possess a high level of skills in leadership, communication, management, and technical knowledge.

Essential functions of the position include:

- Provide staff assistance to the Finance Director and assume management responsibility for all the City's accounting and treasury functions services. Serve as a key member of the Enterprise Resource Planning (ERP) upgrade; help to identify and build a new business process management software system and effective processes that will enable the City to use a system of integrated applications to manage the financial and budgetary applications;



- Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; direct and supervise staff; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems;
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; and
- Serve as the liaison with other divisions, departments, and outside agencies; prepare and present staff reports and other necessary correspondence; negotiate and resolve sensitive and controversial issues.

The Ideal Candidate

The new Assistant Finance Director must have the highest level of integrity and strong work ethic. He/she must have a proven track record of successful professional leadership and be able to effectively cultivate and maintain cooperative working relationships within the organization, customers, and the community. The Assistant Finance Director must have the technical skill to ensure the City's continuing financial stability and the management ability to ensure the continued success of the Finance Department. The chosen candidate will exhibit the ability to tactfully and diplomatically address issues and challenges, leading the Department by example in tackling difficult or controversial matters head-on and encouraging open discussion that is respectful of others' roles, responsibilities, and points of view. Candidates for this position will be expected to have knowledge of the philosophy, objectives, trends, techniques, and principles of public sector financial management and administration; principles and practices of centralized general fund and government accounting, budget preparation and management, auditing, financial reporting, debt management, investment and financial analysis, revenue forecasting, purchasing, and business data processing; and the state, federal, and local laws and regulations related to financial management.

Additionally, the Assistant Finance Director will have a collaborative yet inquisitive style that is complemented by strong people skills. Working closely with the full array of departments with a focus on being supportive, the Assistant Finance Director will strive to fully understand operations and services offered in order to move toward data-driven information, potential cost-efficiencies, reduced redundancies, and improved timetables for reporting.

The successful candidate will have strong communication skills and an approachable personal style with the ability to incorporate a proactive approach to municipal finance while, at the same time, providing clear recommendations and timely advice to the City's leadership. The ideal candidate will be a self-assured individual with the ability to exercise a high degree of common sense and sound judgment and be comfortable at making public presentations.

In summary, the selected candidate will enjoy working in a fast-paced and sophisticated public sector environment with a high energy executive management team committed to the fiscal stability of the organization, exceptional public access and reporting, and the ongoing desire to incorporate best practices into local government.

Qualifications and Experience

Education: Graduation from an accredited four-year college or university with major course work in finance, accounting, business or public administration, or a related field. A Master's degree and/or registration as a CPA is highly desirable.

Experience: Five (5) years of responsible professional level government financial management, accounting, budgeting, purchasing, or auditing experience, including at least two (2) years at the accounting supervisory level. Professional accounting experience in a municipal setting is preferred. Previous lead and/or supervisory experience is required.

Compensation & Benefits

The annual salary for the Assistant Finance Director is up to \$184,548 with the starting salary dependent on qualifications and experience.

Employee benefits are competitive, generous, and include:

- Retirement: Employees contribute 10% of their salary on a pre-tax basis towards the 2%@60 CalPERS retirement formula. New members of CalPERS or a reciprocal agency or members who have had a break in service of 6 months or more from a CalPERS/reciprocal agency will contribute 9% on a pre-tax basis towards the 2%@62 CalPERS retirement formula in accordance with PEPR legislation.



- Health Insurance: City pays full contribution toward employee and family medical, dental, and long-term disability (LTD) insurance within a flexible benefits plan. The flexible benefit contribution for 2022 is \$2,551 per month.
- Life Insurance: City provides \$50,000 term life insurance policy.
- Supplemental life, short-term disability, and/or cancer insurance are available.
- AD&D Insurance: City provides a \$50,000 accidental death and dismemberment insurance policy.
- Deferred Compensation: In addition to a voluntary 457 deferred compensation plan, the City offers a 401(a) deferred compensation plan through ICMA, with a City match of 0.5%.
- Executive Leave: 40 hours per year; 60 additional hours are available upon approval of the City Manager.
- Holidays: Twelve (12) paid holidays per year, including sixteen (16) floating holiday hours.
- Sick Leave: Twelve (12) days per year.
- Vacation: Accrued in accordance with tenure ranging from 11.5 days per year (upon hire) to 26.5 days per year.
- Technology Allowance: This position is eligible for a monthly technology allowance of \$75.
- Professional Development: Up to \$1,000 annually for professional development.

To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

This position is open until filled. Interested candidates should **apply immediately** by submitting a compelling cover letter, comprehensive resume, and five professional references via email to apply@ralphandersen.com. Ralph Andersen & Associates will conduct preliminary interviews as applications are received. A final slate of highly qualified candidates will be presented to the City by **April 18, 2022**. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates at (916) 630-4900 or (714) 421-3258.

The City of Costa Mesa is an Equal Opportunity Employer/Drug Free Workplace.