



Manager of Accounting (Controller)

Recruitment services provided by Ralph Andersen & Associates





An Outstanding Opportunity

Southern California Association of Governments (SCAG) is seeking a dynamic leader for its next Manager of Accounting (Controller). With a departmental history of finance excellence, the new Manager of Accounting (Controller) will continue a tradition of high performance in the following functional areas: accounting, accounts payable, accounts receivable, payroll, grants billing, treasury, cash management, and financial reporting, as well as responsibility for preparation of the Annual Comprehensive Financial Report (ACFR). The new Manager (Controller) will be an exceptional problem solver, possess good judgment and decision-making skills, and be well versed in all aspects of public sector finance.

The Accounting Department

SCAG's Accounting Department is a robust operation which include the following areas: accounting, accounts payable, accounts receivable, payroll, grants, and financial reporting.

For the 18th consecutive year, the Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to SCAG for its Annual Comprehensive Financial Report (ACFR) for the fiscal year that ended June 30, 2020.

MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

VISION

Southern California's Catalyst for a Brighter Future.

CORE VALUES

Be Open: Be accessible, candid, collaborative and transparent in the work we do.

Lead by Example: Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region

Make an Impact: In all endeavors, effect positive and sustained outcomes that make our region thrive.

Be Courageous: Have confidence that taking deliberate, bold, and purposeful risks can yield new and valuable benefits.

Southern California Association of Governments

Over fifty years ago cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments (SCAG) for the purpose of fulfilling federal intergovernmental planning mandates, including managing a "continuing, cooperative, and comprehensive" regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties as well as 191 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscapes have changed substantially due to increased population, now spanning more than 19 million people.

Today, the region has grown to include five county transportation commissions, five regional air quality management districts, 14 sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 191 cities in the region are member agencies of SCAG. Current regional planning and policy setting responsibilities of SCAG include the areas of air quality, housing, movement of goods, traffic congestion, transportation, water quality, and solid waste disposal planning, among others. SCAG has a prominent role in new and exciting initiatives such as an expansive housing and land use programs, the Inclusive Economic Recovery Strategy and regional equity and social justice efforts.

Southern California Association of Governments *continued*

Decision-making occurs through SCAG's Regional Council (RC), a government body composed of 86 cities, and county elected officials and transportation commissioners. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation, and 15 sub-regional Councils of Governments (COGs) that represent SCAG's member cities and counties.

SCAG headquarters are in the hub of busy downtown Los Angeles, at Figueroa and 7th streets in a multi-use hotel and office complex that features state-of-the-art architecture and technology. For ease of commuting, the LA office is located across the street from the Metro Red Line 7th Street Station and is easily accessible by commuter trains and buses serving surrounding areas.

A current organizational chart can be found [here](#).

SCAG REGION AT A GLANCE



191 cities



6 counties



48.3% of total state population



15th largest economy in the world



38,618 square miles



19m people in the region



The Position

The Manager of Accounting (Controller) must be a hands-on leader with big picture vision and the ability to execute. The Manager (Controller) will be a self-starter with excellent communication, organizational, and problem-solving skills. The successful candidate will have the proven ability to identify solutions for business problems.

Under the general direction of the Chief Financial Officer, the Manager (Controller) will assume full responsibility for the Accounting Department which consists of ten full-time employees and is responsible for: external audit administration and financial reporting, including the preparation of the Annual Comprehensive Financial Report (ACFR); general ledger maintenance; in-house payroll and tax reporting, including California Public Employees' Retirement System (CalPERS) compensation reports; grant billing and accounts receivable; accounts payable and other accounting-related tasks. The Manager (Controller) will work collaboratively with the Chief Financial Officer, other Division Heads, Finance Managers, and staff to pioneer best practices and streamline finance processes to support SCAG activities.

Key responsibilities of the position include:

- ◆ Manage and participate in the development and implementation of goals, objectives, policies, and priorities for accounting and finance programs including the General Fund and all Special Revenue Funds.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement, review recommendations with the Chief Financial Officer and direct the implementation of improvements.
- ◆ Direct and participate in the preparation of the Annual Comprehensive Financial Report (ACFR), annual audit of financial statements, ensuring compliance with applicable laws, regulations and audit requirements based on area of responsibility.
- ◆ Participate in the development and administration of the SCAG ***annual comprehensive budget***; assist in the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- ◆ Serve as a liaison for the Accounting Department with the Regional Council, other SCAG departments and divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- ◆ Monitor, record, and report Other Post-Employment Benefits (OPEB) and Pension Obligations.
- ◆ Conduct a variety of organizational and operational studies, investigations, and review and analyze a variety of information, data, and reports.
- ◆ Monitor costs and expenses approved by the Regional Council and other expenses that can only be charged to the General Fund; monitor dues collections from member jurisdictions; assume responsibility for long-term strategy and implementation to conserve the agency's financial reserves.
- ◆ Communicate directly with Federal and State administrators, contractors, subregions, and other vendors to discuss and resolve problems that affect SCAG's financial interest on an ongoing basis.
- ◆ Access financial data and information for preparation of reports pertaining to the General Fund, Special Revenue funds, and other reports to assess fund utilization by SCAG and use of resources available to SCAG.

SCAG's Accounting Department has a role of supporting all agency programs through functions such as accounts payable, accounts receivable, payroll, and financial reporting. The Accounting team is responsible for accurately documenting various types of financial transactions and providing outstanding customer service.

The Successful Candidate

The successful candidate for the position of Manager of Accounting (Controller) will have demonstrated the ability to provide departmental and organizational leadership. This big picture and highly strategic thinker will be proactive in anticipating a variety of finance-related challenges and opportunities.

The successful candidate will be knowledgeable regarding all aspects of public finance and financial reporting, including oversight of the Annual Comprehensive Financial Report. The selected candidate will have experience working collaboratively and effectively with internal staff, regulatory agencies, and other relevant stakeholders. The Manager (Controller) will be customer service oriented and have an outstanding track record of building and maintaining productive professional relationships. The selected candidate will also have a history of successfully introducing innovative solutions and strategies.

The new Manager of Accounting (Controller) is expected to be an emotionally intelligent leader with the ability to motivate and mentor Accounting Department staff to facilitate the development of their skills and help achieve shared goals and objectives. The successful candidate will be an inclusive people manager with the ability to inspire, someone who values diversity of thoughts and opinions, and is an advocate who will strive to make SCAG accounting staff successful in their work.

Personal traits and characteristics:

- ◆ Ability to identify opportunities for improvement and implement procedures to streamline processes.
- ◆ Strong technical knowledge of governmental accounting principles and practices, including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- ◆ Demonstrated ability to establish and maintain trusting and collaborative working relationships with management and staff.
- ◆ Effective communicator with the ability to translate technical information to all levels of staff and stakeholders both in written form and verbally.

Indicators for Success

- ✓ Inclusive hands-on manager with strong leadership, communication, and interpersonal skills
- ✓ Experience implementing organizational change and process improvements
- ✓ Experience with Single Audits, and Direct oversight of ACFR preparation and POC for auditors
- ✓ Experience in payroll and CalPERS reporting



Qualifying Experience and Education

Experience: Equivalent to eight years of progressively responsible finance and accounting experience, including three years of experience in auditing and financial reporting. Four years of management experience is required.

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field. A valid Certified Public Accountant (CPA) license is highly desirable, but not required.

Compensation

The annual salary range for this position is \$141,772.80 to \$184,288.00 and will be based on qualifications and experience. Effective January 1, 2023, the annual salary range for this position will be \$149,422.92 to \$215,169.00. SCAG also offers a competitive benefits program, which includes:

- ◆ **Retirement:** All new hires become members of the California Public Employees' Retirement System (CalPERS). New CalPERS members will be enrolled in the defined benefit formula of 2% @ 62 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Classic members will be enrolled in the defined benefit formula of 2% @ 55 years. SCAG pays the employee's 7% contribution for Classic CalPERS members. Employees do not pay into Social Security.
- ◆ **Deferred Compensation Plan:** Empower 457 Deferred Compensation Plan is available, and SCAG provides a 50% match of the employee's biweekly contribution up to \$3,500 per year.
- ◆ **Health Insurance Coverage:** Employees may choose from seven HMO and three PPO CalPERS health plans. SCAG offers a cafeteria plan with a maximum of \$9,600 annually towards medical premiums. \$800/month towards insurance premiums.
- ◆ **Dental and Vision:** SCAG has two dental plans (Delta Dental PPO and DHMO) and a vision plan (VSP). SCAG pays 100% of the cost of dental and vision for all employees and their dependents.
- ◆ **Life and AD&D:** Life insurance in the amount of \$150,000 is provided by SCAG.
- ◆ **Disability Insurance:** Short-term and long-term disability insurance plans are provided by SCAG.
- ◆ **Holidays:** A total of 14.5 paid holidays – 9 designated and 5 (44 hours) floating are provided per fiscal year. New employees receive 11 personal floating holiday hours per full quarter of employment.
- ◆ **Vacation:** Starting at 120 hours of vacation per year.
- ◆ **Sick Leave:** Employees accrue sick leave at the rate of 1 day (8 hours) per month (or 96 hours per year). Up to half (48 hours per year) may be used for Family Sick.
- ◆ **Paid Parental Leave:** 12 weeks paid family leave. Employees become eligible for this benefit after 12 months of employment at SCAG.
- ◆ **Bereavement Leave:** Up to 10 days for immediate family; up to 5 days for extended family.
- ◆ **Employee Assistance Plan:** SCAG offers an Employee Assistance Plan through The Standard.

Compensation *continued*

- ◆ **Flexible Spending Account (FSA):** A tax-exempt savings plan is offered to pay eligible expenses associated with parking expenses, health, and dependent care.
- ◆ **Transit Reimbursement Program:** SCAG reimburses up to \$230 per month for commuter public transportation expenses.
- ◆ **Professional Memberships:** SCAG encourages professional development. SCAG reimburses employees up to \$300 per fiscal year towards professional membership dues that are either directly related to the employee's current SCAG position or career growth.
- ◆ **Tuition Reimbursement:** All regular and at-will employees are eligible to participate in the tuition reimbursement program after 1 year of employment. SCAG's current maximum for reimbursement is \$5,642 per calendar year.
- ◆ **Work@SCAG:** SCAG's commitment to ensuring employee safety and well-being includes a hybrid workforce model to provide flexible work options and enhanced well-being. Under this program, employees receive a \$110 monthly technology allowance to cover phone usage for business use and to offset utility costs while working remotely.



To Apply

Interested candidates should apply by **January 23, 2023**, by submitting a comprehensive résumé and a compelling cover letter to apply@ralphandersen.com. Ralph Andersen & Associates will conduct preliminary interviews as resumes are received and screened. Candidates who align closely with the success profile will be invited for a panel interview which is anticipated to take place Wednesday, February 8, 2023. A selection is expected shortly thereafter following extensive background and reference checks. Professional references will not be contacted until mutual interest has been established and will be conducted in close coordination with the selected candidate.

To Apply continued



Confidential inquiries should be directed to Ms. Heather Renschler or Ms. Serena Wright-Black, Ralph Andersen & Associates, at (916) 630-4900 or request an appointment to discuss further by contacting scheduling@ralphandersen.com.

Recruitment Timeline

January 23, 2023 – Recruitment Closes

Week of January 30, 2023 – Initial Review of Resumes with SCAG

February 8, 2023 – Panel Video Interviews

March 2023 (or per mutual agreement) – Anticipated Start Date for new Manager of Accounting (Controller)

Equal Employment Opportunity

SCAG is an equal opportunity employer. SCAG's policy is to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation, military and veteran status.

scag.ca.gov

Member Agencies

Cities

Adelanto	Desert Hot Springs	Lake Elsinore	Rancho Palos Verdes
Agoura Hills	Diamond Bar	Lake Forest	Redlands
Alhambra	Downey	Lakewood	Redondo Beach
Aliso Viejo	Duarte	Lancaster	Rialto
Anaheim	Eastvale	Lawndale	Riverside
Apple Valley	El Centro	Loma Linda	Rolling Hills
Arcadia	El Monte	Lomita	Rolling Hills Estates
Artesia	El Segundo	Long Beach	Rosemead
Avalon	Fillmore	Los Alamitos	San Bernardino
Azusa	Fontana	Los Angeles	San Buenaventura
Banning	Fountain Valley	Lynwood	San Clemente
Barstow	Fullerton	Malibu	San Dimas
Beaumont	Garden Grove	Maywood	San Fernando
Bell	Gardena	Menifee	San Gabriel
Bell Gardens	Glendale	Mission Viejo	San Jacinto
Bellflower	Glendora	Monrovia	San Juan Capistrano
Beverly Hills	Glendora	Montclair	San Marino
Big Bear Lake	Grand Terrace	Montebello	Santa Ana
Blythe	Hawaiian Gardens	Monterey Park	Santa Clarita
Bradbury	Hemet	Moorpark	Santa Fe Springs
Brawley	Hermosa Beach	Moreno Valley	Santa Monica
Brea	Hesperia	Morongo Band of Mission Indians	Santa Paula
Buena Park	Hidden Hills	Murrieta	Seal Beach
Burbank	Highland	Needles	Sierra Madre
Calabasas	Holtville	Newport Beach	Signal Hill
Calexico	Huntington Park	Norco	Simi Valley
Calimesa	Imperial	Norwalk	South El Monte
Calipatria	Indian Wells	Ojai	South Gate
Camarillo	Indio	Ontario	South Pasadena
Canyon Lake	Industry	Orange	Stanton
Carson	Inglewood	Oxnard	Temecula
Cathedral City	Irvine	Palm Desert	Temple City
Cerritos	Irwindale	Palm Springs	Thousand Oaks
Chino	Jurupa Valley	Palmdale	Torrance
Chino Hills	La Cañada	Paramount	Tustin
Claremont	Flintridge	Pasadena	Twentynine Palms
Coachella	La Habra	Pechanga Band of Luiseño Indians	Upland
Colton	La Habra Heights	Perris	Ventura
Commerce	La Mirada	Pico Rivera	Vernon
Compton	La Palma	Placentia	Victorville
Corona	La Puente	Pomona	Villa Park
Costa Mesa	La Quinta	Port Hueneme	Walnut
Covina	La Verne	Rancho Cucamonga	West Covina
Cudahy	Laguna Beach	Rancho Mirage	West Hollywood
Culver City	Laguna Hills		
Cypress	Laguna Niguel		
Dana Point	Laguna Woods		

Westlake Village
Westminster
Westmorland
Whittier
Wildomar
Yorba Linda
Yucaipa
Yucca Valley

Counties

Imperial County
Los Angeles County
Orange County
Riverside County
San Bernardino County
Ventura County

Subregional Organizations in the SCAG Region

Arroyo Verdugo Communities Joint Powers Authority
City of Los Angeles
Coachella Valley Association of Governments
Gateway Cities Council of Governments
Imperial County Transportation Commission
Las Virgenes Malibu Council of Governments
North Los Angeles County
Orange County Council of Governments
San Bernardino County Transportation Authority / San Bernardino Council of Governments
San Fernando Valley Council of Governments
San Gabriel Valley Council of Governments
South Bay Cities Council of Governments
Ventura Council of Governments
Western Riverside Council of Governments
Westside Cities Council of Governments