

CHIEF FINANCIAL OFFICER/ CHIEF OPERATING OFFICER

Seattle City Employees' Retirement System

(Seattle, WA)





THE CITY OF SEATTLE

Seattle is an exciting urban city surrounded by unmatched natural beauty. Considered the crown jewel of the Pacific Northwest, Seattle has been recognized as one of the top U.S. cities to live, work and play in by Business Insider, CNN, Kiplinger's and TripAdvisor.

With a diverse population of more than 3.7 million people, an employment base that offers approximately 2 million jobs, and a relatively low unemployment rate, the Seattle area is wonderful place to live and work. Its neighborhoods range from modern high-rise apartments in the urban core to turn-of-the-century homes in the areas dotting Lake Washington and Puget Sound. A wide variety of housing options is available throughout the city and nearby communities. Seattle's freeways and arterials are congested during peak commute hours, however, the city is highly walkable and supported by a dependable, highly used public transportation system. With over a dozen hospitals and scores of medical centers, the Seattle area offers a wide variety of healthcare options.

The people of Seattle are generally highly educated, environmentally conscious, and supportive of individual and cultural differences. Historically known for its bookish, laid back local culture, Seattle has a large and vibrant music and arts scene, world-class theaters and museums, aquariums, stadiums, zoos, libraries, and an abundance of parks. It is also the home of several professional sports teams including the Seattle Seahawks (football), Seattle Mariners (baseball), Seattle Sounders (men's soccer), the Seattle Storm (women's basketball) and Seattle Reign (women's soccer).

Some of the most recognizable global companies and foundations including Amazon, Boeing, Microsoft, Starbucks, Weyerhaeuser, Costco, Nordstrom, REI, Nintendo, Alaska Airlines and the Bill & Melinda Gates Foundation are based in the Seattle area. With a large pool of highly skilled workers, cutting-edge research and thriving industry clusters, Seattle is also an incubator for new and minority-owned businesses across several industries. For example, Seattle's video game companies generate more than one-third of the game industry's \$10 billion national revenue, while Seattle's clean technology industry accounts for more than 60,000 jobs in the sectors of energy efficiency, renewable energy, pollution reduction and pollution cleanup.

Natural beauty, clean air, and beautiful waters make Seattle the perfect place to get active. Washington state is home to more than 9,000 miles of hiking trails. Cycling, kayaking, canoeing, scuba diving, skiing, snowboarding, and stand-up paddle boarding are popular outdoor activities in the Seattle area. In every kind of weather, Seattleites enjoy spending time outdoors.

Seattle offers a large network of universities and colleges including the University of Washington, Seattle University, Seattle Pacific University, City University of Seattle, and many others.

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THE ORGANIZATION

The Seattle City Employees' Retirement System (SCERS) serves about 17,000 employees, former employees and retirees. SCERS has about \$2.5 billion in assets and, actuarially, was 66.5% funded on January 1, 2016. SCERS has approximately 25 permanent staff, including the Executive Director, Chief Investment Officer (CIO), and Chief Financial Officer/Chief Operating Officer (CFO/COO). The other staff members support pension retirement operations, investments, and information technology.

SCERS is governed by its Board of Administration (Board), as provided by state law (RCW 35.39) and the Seattle Municipal Code (SMC 4.36). The Board is composed of seven members: three ex-officio members (City Finance Director, Seattle Department of Human Resources Director, and the City Council Finance Committee Chair, who chairs the Board), three members elected by employees and retirees, and a seventh unaffiliated member appointed by the other six.

Additional information can be found on the SCERS website, <http://www.seattle.gov/retirement>.

THE POSITION

The CFO/COO reports directly to the Executive Director and is responsible for the fiscal oversight of the City's pension plan. He/She ensures that SCERS is in compliance with state and Government Accounting Standards Board (GASB) standards, develops and implements financial and operational controls, and oversees the organization's accounting/finance and information technology divisions. This person also forecasts and manages the cash flow needs of the system and ensures that retirement processes are correct, calculations are accurate, and operations are efficient. Finally, the CFO/COO establishes policies and procedures for the areas he/she oversees, supervises preparation of SCERS's annual financial statements and periodic actuarial valuation reports, and acts as the principal point of contact between SCERS and the City's Central Accounting organization, SCERS's financial auditors, and actuarial consultants. This position is open as a result of the prior CFO/COO being selected Executive Director through a competitive recruitment process.

THE IDEAL CANDIDATE

SCERS is seeking a talented, collaborative, versatile leader with excellent financial, organizational, analytical, and communications skills to be its next CFO/COO. The best qualified candidate for this position will have experience working in a public pension system and an unwavering commitment to implementing best practices. This person will set clear expectations and follow through with staff to ensure they are fulfilled. He/She will work also with other City departments as team members to ensure successful outcomes. The successful candidate will have a positive professional demeanor, the ability to motivate and engage staff, and a good sense of humor.

Education and Experience

Graduation from an accredited four-year college or university with a degree in finance, accounting, business, economics, or mathematics AND at least five years of increasingly responsible administrative experience involving financial management. Prior executive level leadership experience in a defined benefit pension system is highly desirable.

The best qualified candidates will have:

- Advanced knowledge of governmental principles and practices of accounting, purchasing, financial statement preparation, budget, reporting and auditing.
- Advanced knowledge of executive level program and project management principles and practices.
- At least five years of experience supervising, managing, developing, motivating and evaluating management, professional and support staff.

- Ability to understand, interpret and apply complex fiscal-related laws, ordinances, rules, regulations, policies, procedures and guidelines.
- Ability to lead financial, operational, and information technology functions.

COMPENSATION

The annual salary will be within the range of \$99,702 to \$164,513, dependent on qualifications. SCERS provides a generous benefits package which includes:

- Health, dental, vision, long term disability and group term life insurance
- Defined benefit retirement plan
- 10 paid City holidays and 2 personal holidays
- 12 to 30 days of vacation per year, based on length of City of Seattle service
- 4 days of executive leave per year
- 12 days of sick leave per year
- Merit leave
- Optional 457 deferred compensation plan
- Flexible benefit plan contributions by employee on a pre-tax basis
- Employee Assistance Program

HOW TO APPLY

Please **apply on-line by March 17, 2017**, at www.allianceRC.com. For questions and inquiries, please contact Cindy Krebs or Sherrill Uyeda.

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Alliance Resource Consulting LLC

The City of Seattle is an Equal Opportunity Employer. Applicants are considered for positions without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status, gender identity, political ideology, or any other basis prohibited by federal, state, and local laws.