

# DIRECTOR OF FINANCE

City of La Cañada Flintridge, CA





## THE COMMUNITY

Nestled in the foothills of the San Gabriel Mountains, with the Angeles National Forest as a backdrop and just north of the cities of Pasadena and Glendale, the City of La Cañada Flintridge is a low-density residential community that enjoys a small-town atmosphere while maintaining close proximity to downtown Los Angeles. The City has a population of approximately 21,000 within its 8.6 square miles. It is home to NASA's JPL (Jet Propulsion Laboratory) and boasts some of the top-ranked schools in the state.

## THE ORGANIZATION

The City of La Cañada Flintridge operates under the council-manager form of government. Council Members are elected at-large to four-year terms of office. The Mayor position rotates annually. The City is a contract city, with the following services being contracted or provided by others: police, fire, building & safety, code enforcement, public works, parks and landscape maintenance, most parks and recreation programs and activities, utilities, and transit services. There are four departments within the City: Public Works, Community Development, Administration and Finance. The City has a staff of 28 full-time employees and 16 part-time employees.

The City relocated operations to a new City Hall in February 2019.

## THE BUDGET

The City's FY 2020-21 Adopted General Fund budget is \$15.1 million, with the Citywide budget totaling \$32.2 million. The major sources of General Fund revenue include Property Tax, Sales Tax, and Building Permit and Plan Check Fees. The City maintains general fund reserves typically in excess of 100% of its operating budget. A legacy of fiscal prudence has resulted in the City maintaining its strong financial position.

## THE DEPARTMENT

The Finance Department includes a full-time Accountant, a full-time Financial Services Clerk and an Account Clerk (.75 FTE). Investments are managed by the City-Council appointed, part-time City Treasurer.

## THE IDEAL CANDIDATE

The ideal candidate will demonstrate a passion for local government finance and a demonstrated understanding of fund accounting and methods for maintaining high productivity in a positive environment. The preferred candidate will possess strong communication skills, analytical abilities and an innate desire to lend assistance and solve complex problems. The preferred candidate should be a person of integrity, honesty and maintain the highest of ethical responsibility.

The desirable candidate will have five years of increasingly responsible financial accounting and management experience, preferably working in a municipality as a Finance Director, Assistant Finance Director, Financial Manager, Chief Financial Officer or similar position, as well as Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Accounting or related field. Added consideration will be given to those applicants with a related Master's Degree or possessing professional certification such as a Certified Public Accountant (CPA) and/or Certified Public Finance Officer from the Government Finance Officers Association (GFOA).

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The candidate will also have knowledge of the major principles, practices and techniques of public sector management; principles of municipal finance including municipal fund accounting, reporting and budgeting; general knowledge of personnel, municipal law, grants administration, accounting, generally accepted accounting principles, project management and organizational behavior.

In addition, the candidate will have the ability to analyze and interpret analytical, financial, statistical and accounting reports; interpret audited financial statements; design and implement administrative and financial systems and programs; evaluate existing programs and operations and make suggestions for their improvement; plan, organize, assign and supervise the work of a group of professional, technical and clerical subordinates in a manner conducive to improving or maintaining high levels of performance and positive interpersonal relationships and morale; establish and maintain effective working relationships with subordinate personnel, other employees, community officials, intergovernmental agencies and the general public; supervise, train and evaluate assigned personnel; communicate clearly and concisely, both orally and in writing.

The ideal candidate will thrive in working with the City's collaborative, close knit and dedicated Executive Team. This person will be hands on and able to introduce and foster change management as the Department continues to implement further technological upgrades.

## THE RESPONSIBILITIES

Under general direction of the City Manager, the Director of Finance is responsible for managing the day-to-day operations of the Finance Department. The Director of Finance provides professional staff support and assistance to the City Manager, other City departments and the City Council and acts as staff liaison to the Investment & Financing Advisory Committee. The Director of Finance assists the City Manager in coordinating inter and intra-departmental activities related to the financial operations of the City and makes decisions and completes assignments using personal initiative and direction.

Duties of the Director of Finance include, but are not limited to, the following:

- Assumes full management responsibility for all Finance Department programs, services, and activities, including finance, accounting, purchasing, billing, and customer service activities.
- Participates in the development and administration of the City's annual budget and Capital Improvement Program (CIP) budget; provides for financial forecasting and planning; develops mid-year budget report and assists in developing long-range budget projections.
- Assists the City Treasurer in the reporting of the City's investment portfolio; shares information with the City Council and Investment and Finance Advisory Committee (IFAC); ensures that investments meet the City's policy guidelines and that adequate cash is available to meet obligations; participates in the development and update of the investment policies and procedures.
- Manages and participates in the development and administration of the department's annual budget; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Oversees all activities related to the City's accounting function, including financial transaction processing, record keeping and reporting, payroll, business licenses, accounts payable, accounts receivable, business licensing, processing and issuance of checks and warrants, cash receipts, and the electronic accounting system.
- Participates in and makes presentations to the City Council, committees, boards, and commissions; performs financial review of matters pertaining to the various committees, such as determining appropriate rates of City services.
- Develops and administers accounting and budgetary control systems, as necessary, to comply with accounting procedures, laws, ordinances, GASB requirements, internal policies, recommendations of auditors and regulations and/or to improve budgeting and reporting procedures to increase effectiveness and to provide adequate internal controls.
- Makes recommendations for improving management of the City's finances.
- Works with the various City departments to ensure the accurate tracking and reporting of general and special fund revenues, expenditures, deposits, reimbursements, receivables, payables and compliance with grant and/or bond reporting requirements.
- Prepares and presents comprehensive and analytical reports to the City Manager, City Council, commissions and committees, including monthly financial reports, and the comprehensive annual financial report.
- Analyzes financial data, actuarial report information and cash flow data to track the fiscal health of the City.
- Prepares and maintains the City's long-range financial plan.

- Monitors the City's debt service obligations and proposes alternative financing options to maximize the efficient use of City resources.
- Manages the City's special assessments funds and financial activities related to the La Cañada Flintridge Public Improvement Corporation, and the La Cañada Flintridge Local Financing Authority.
- May serve as acting City Manager in the City Manager's absence, as assigned.

## COMPENSATION & BENEFITS

**Annual Salary Range:** \$122,652 to \$164,412. The appointment within the range will be based on qualifications and career experience.

**Cafeteria Section 125 Plan:** A generous Section 125 Cafeteria Plan has been established for employees. Currently, the monthly City-paid benefit is \$1,200, which is available on the first of the month following hire date. It may be used to purchase health insurance (under the CalPERS Health Insurance program), dental insurance (Delta), vision insurance (VSP), Cancer Insurance, and/or Accident Insurance. Alternatively, the employee may elect to take all or part of the \$1,200 in deferred compensation (as permitted by law) and/or cash. Cap = \$900. Optional participation in the Flexible Spending Accounts including the Health Flexible Spending Account, Dependent Day Care and Premium Only Plans programs is also available. Effective January 1, 2021, the amount increases to \$1,300 per month with the \$900 cash-out cap remaining the same.

**Retirement:** New members to the California Public Employees Retirement System (CalPERS) will generally receive the 2%@62 benefit formula with highest three-year compensation. Such new members will contribute 6.25% of their pay towards the cost of this retirement program. Employees who are current members of CalPERS will generally be enrolled in the 2%@55 benefit formula with single highest year compensation. For these employees, the employee contribution to CalPERS is 7%. The City does not participate in the Social Security system for employees covered by CalPERS.

**Retiree Health Insurance:** For employees hired on or after July 1, 2014, the City provides a scaled longevity stipend for health insurance for employees retiring from the City as follows: 0-5 yrs. of service – 25%; 5-10 yrs. Service – 50%; 10-15 yrs. service – 75%; 15+ yrs. service 100%

**Life Insurance:** City-paid group term life insurance with coverage in the amount of \$100,000. Employee-paid additional coverage for employee and/or eligible dependent(s) are available paid through payroll deduction.

**Long and/or Short Term Disability Insurance:** Available to all CalPERS employees and paid by the employee through payroll deduction (post-tax).

**Deferred Compensation:** Deferred compensation is available for employee contribution; the City will include a \$2,000 annual contribution to the deferred compensation accounts for permanent full-time Department Directors.

**Leave:** Holidays - 13 paid holidays per year; Vacation: 1-5 years of service – 80 hours per year; 5-10 years of service – 120 hours per year; 10+ years of service – 160 hours per year. Sick Leave – 96 hours per year. Administrative Leave - 112 hours per year. In addition, once each fiscal year, Department Directors may "cash-out" up to 80 hours of accumulated vacation and/or administrative leave.

**Wellness Benefit:** A generous wellness benefit is available to permanent employees, including the option of health club membership, fitness equipment reimbursement or other personalized programs partially reimbursed.

**Work Schedule:** Most City employees work a 9/80 schedule: Monday – Thursday, 7:00am – 5:00pm and every other Friday, 8:00am to 5:00pm, with the opposite Friday off.

## HOW TO APPLY

Please **apply on-line** at [www.alliancerc.com](http://www.alliancerc.com) by **September 28, 2020**. The City anticipates hosting first round candidate video interviews in mid-October.

For questions and inquiries, please contact Sherrill Uyeda at (562) 901-0769 or [suyeda@alliancerc.com](mailto:suyeda@alliancerc.com).

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