



The City of
SEAL BEACH
California



invites applications for the position of

DIRECTOR OF FINANCE
CITY TREASURER

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

Located on the coast of Southern California, Seal Beach enjoys a well-informed and engaged community. Seal Beach is well known for its historic wooden pier that juts out into the blue Pacific and a view and climate that is a weekend draw for the greater Southland. With a population of approximately 25,000, Seal Beach is nestled between Long Beach and Huntington Beach in Orange County, and has retained its quaint "village-by-the-sea" ambiance.

Seal Beach is comprised of five distinct, desirable communities melded into one - with a council member elected from each district. The Old Town area, with its Main Street, pier and sandy beaches, attracts nearly 1.5 million visitors each year. Restaurants, shopping and year-round activities make the Old Town area an ideal tourist destination.

The first Leisure World community, a planned senior development with a population of about 9,000, is located in Seal Beach. The "Hill" neighborhood is located just above Pacific Coast Highway, and the two bedroom communities near the 405 Freeway, "College Park East" and "College Park West," make up the remainder of a vibrant and diverse community.

The Naval Weapons Station, which provides ordnance and logistics support to our nation's Naval and Marine operation forces, is also home to the 1,000-acre Seal Beach National Wildlife Refuge. The Naval Station employs 530 civilian and 150 military personnel.

Boeing International headquarters is also located in Seal Beach with over 1,000 employees.

CITY GOVERNMENT

Seal Beach is a Charter City operating under the Council/Manager form of government. The City organization provides service to its residents and businesses through the departments of: City Clerk, Community Services, Finance, Community Development, Public Works, Police and Marine Safety. The City contracts with the Orange County Fire Authority for fire and emergency medical services.

The City currently maintains a workforce of 94 full-time employees, supported by a dedicated team of part-time, volunteer, and contract employees.

THE POSITION

The Director of Finance/City Treasurer is accountable for department-wide programs and has greater policy-making, budgetary, and supervisory authority than staff as well as more frequent interfaces with the City Manager, City Council, and the members of the Executive Management Team, auditors and consultants, than does the Senior Accountant.

Under general direction of the City Manager, directs the programs, operations, and functions of the City's Financial Services Department, including financial management, budgeting, accounting, and treasury services, participates as a member of the Executive Management Team; and does related work as required.



QUALIFICATIONS

A typical way to obtain the required qualifications would be: Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Business Administration, or a related field is required. Eight years of experience in governmental accounting work is required, including at least three years in a managerial capacity in municipal finance. A Master's Degree in Accounting, Business Administration or a related field, or Certified Public Accountant designation is highly desirable.



DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plans, directs, and coordinates accounting and automated financial systems for the City and establishes and interprets fiscal policies and procedures.
- Oversees the development and presentation of the City and departmental budget, including revenue and expenditure projections, capital projects, and longer range financial planning; monitors ongoing expenditures by program and account code to determine sources of variance.
- Prepares staff reports and makes City Council presentations; provides interdepartmental briefings regarding the City's financial position, and the status of negotiations with vendors, and related developments.
- Prepares the Comprehensive Annual Financial Report, including the transmittal letter, the Management Discussion and Analysis, the Required Supplementary Information, and the Statistical Section and oversees the annual financial audit.
- Prepares and reviews other major regulatory and compliance reports such as the Statement of Indebtedness, the City and Redevelopment Agency State Controller's Reports, Street Report, and related assessment district reports.
- Selects, trains, supervises, coordinates, and evaluates the work of departmental staff; coordinates projects and assignments to meet departmental and City needs; enforces disciplinary standards.
- Confers with departmental representatives regarding budget preparation, strategies, costing, and categorization of assets, revenues, and expenditures.
- Reviews, reconciles, and approves monthly financial statements, including general ledger, payroll, accounts payable, accounts receivable, and billing ledgers; reviews and approves purchase orders and the acquisition of materials, supplies and equipment.
- Directs the investment of cash reserves in accordance with the City's Investment Policy.
- Audits grant agreements and performance reports to assure compliance with reporting requirements.
- Develops individual and departmental goals, and writes, interprets, and enforces administrative and financial policies and procedures.
- Advises the City Manager and Executive Management Team on financial matters.

IDEAL CANDIDATE

The ideal candidate for the Finance Director position is a professional with the highest level of integrity, outstanding judgment, leadership and accountability skills. The Finance Director will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style.

The candidate will possess strength of character and depth of knowledge to inspire and lead the Finance Department's talented, dedicated staff. The candidate will be a key member of the Executive Management Team, provide financial advice to the City Manager and City Council, maintain fiscal stability, administer the payroll, and safeguard the assets of the City. The City of Seal Beach has tremendous stability throughout the organization.

The City is looking for someone with a wealth of experience in accounting and running City investment portfolios, who has the willingness to bring a hands-on approach to the department. Experience working in dissolution of redevelopment agency, landscape maintenance funding, and comprehensive fee studies is highly desired.

APPLICATION AND SELECTION PROCESS

OPEN UNTIL FILLED

FIRST REVIEW DATE: MAY 13, 2022



To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

SALARY & BENEFITS

Salary: \$12,899.68 - \$15,679.64 monthly

Health, Vision, and Dental Insurance: Section 125, various plans available. The City offers a full flex cafeteria plan for health care, dental, and vision.

Term Life Insurance: \$50,000 policy, 100% paid by City Long Term Disability: 100% paid by City

Holidays: 12 Holidays per year

Retirement: CalPERS Classic members 2% at 55; CalPERS New members 2% @ 62

Vacation: 120 hours after one year of continuous service

Administrative Leave: 80 hours per year

Paid Sick Leave: Accrued eight hours per month of service Retiree Health Savings Account (HSA) available.

Executive Medical Exam/Wellness Program: \$850 per year.

Deferred Compensation: The City participates in the International City/County Management Association Retirement Corporation (ICMA-RC) 457 plan, with City-paid contributions of 3.5% of salary.

Tuition Reimbursement: Reimbursement is capped each calendar year at the rate of California State University system for up to 2 semesters of full-time undergraduate enrollment.

Auto Allowance: Will receive a monthly automobile allowance of \$350 to reimburse the full cost of business use of personal automobiles.

