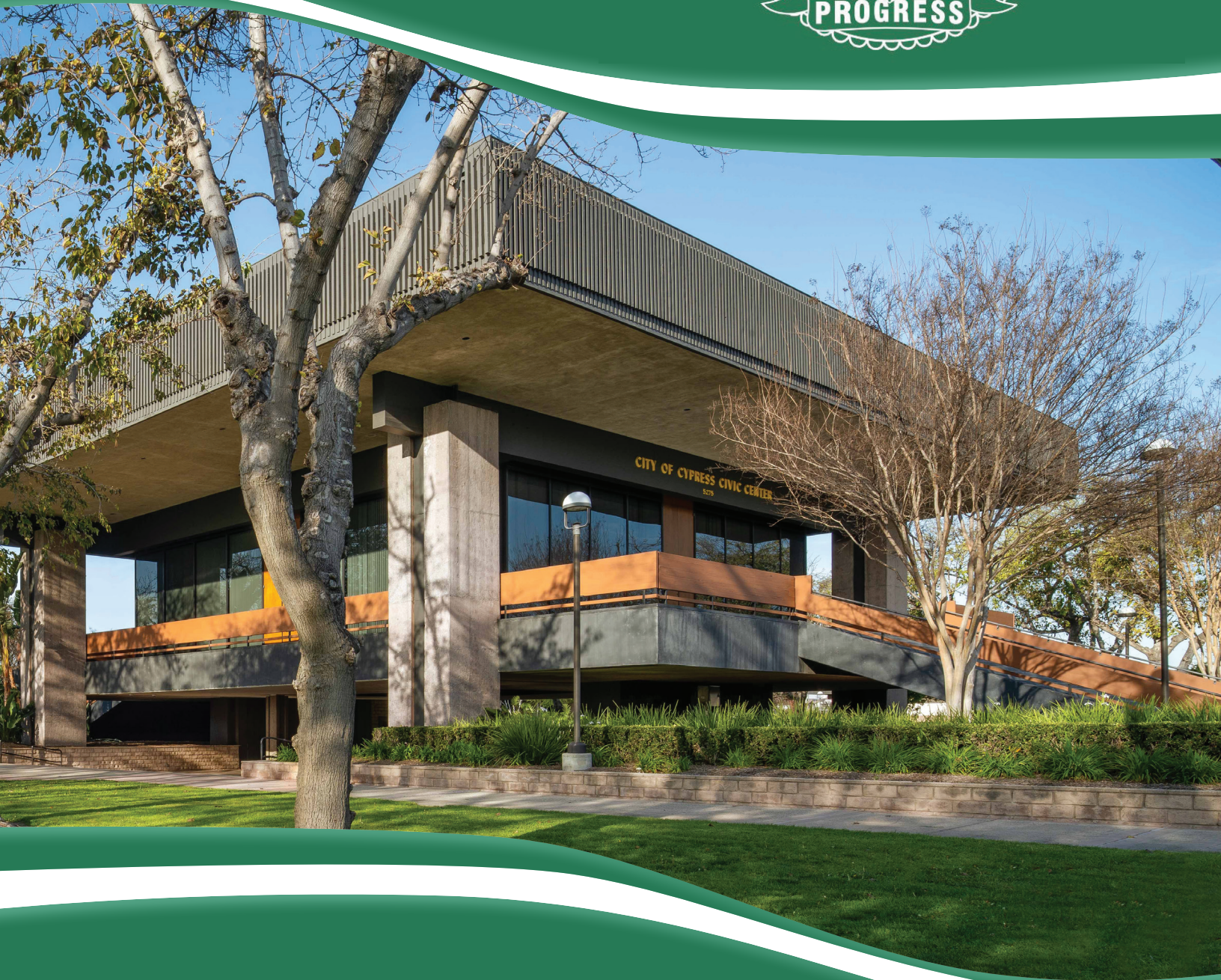


The City Of

# CYPRESS

California



We are now accepting  
applications for the role of

**ASSISTANT DIRECTOR OF FINANCE  
AND ADMINISTRATIVE SERVICES**

**BH**  
Bob Hall & Associates



## THE COMMUNITY

Located in northwestern Orange County, the City of Cypress has long been considered one of the region's most desirable communities with its low crime, quality education, attractive recreational amenities, and overall small-town charm. Spanning 6.6 square miles, the City has approximately 50,000 residents with a daytime population of 150,000. Residents consistently identify the outstanding quality of life, excellent public facilities and responsive municipal services as the top reasons for choosing to live in Cypress.

Cypress is home to an award-winning business park encompassing more than 800 acres of high-end industrial development, which serves as a key source of commerce for Orange County.

### MISSION STATEMENT

The City of Cypress, in partnership with the community, sustains and enhances our safe, attractive and quality environment in which to live, work and play.

## CITY GOVERNMENT

Cypress is a Charter City operating under the Council/Manager form of government. The City provides a traditional range of municipal services including Police, Planning, Economic Development, Public Works, Engineering, Finance, Human Resources and Recreation, with fire and emergency services provided by Orange County Fire Authority. Cypress is governed by a five-member City Council elected by district.

## THE DEPARTMENT

The Finance and Administrative Services Department is comprised of three Divisions – Finance, Human Resources and Information Technology. The Department has had great stability over the past four decades resulting in well-established, sound financial practices. As one of the most financially resilient cities in Orange County, Cypress offers a dynamic environment where responsible stewardship and innovative financial strategies are the foundation of the City's success.







## THE POSITION

As the Assistant Director of Finance and Administrative Services, you will lead a dedicated team, manage the vital Finance Division, collaborate cross-departmentally to drive the annual budget process, produce essential reports such as the Annual Comprehensive Financial Report (ACFR), and spearhead special projects as needed.

Step into this exceptional career opportunity where your leadership will not only help preserve the City's longstanding financial excellence, but also help shape the future of the community. In this pivotal role, you will be empowered to directly influence the City's financial trajectory.

## VISION STATEMENT

Cypress, an engaged and diverse community, will honor the past and embrace sustainable growth for families and businesses to prosper.

## IDEAL CANDIDATE

The Assistant Director of Finance and Administrative Service is a hands-on working manager. The ideal candidate should be a proficient multi-tasker with knowledge in all the traditional Finance Department areas.

The ideal candidate should possess solid management skills as well as the ability to effectively explain technical concepts in simple terms. The position works extensively with other departments so it is essential that the individual has a collaborative mindset and can develop positive working relationships with staff.

## EDUCATION & TRAINING

This position requires a Bachelor's degree in Accounting, Finance or a closely related field and six years of governmental accounting work which includes at least two years in a supervisory capacity.

A Master's degree and/or a CPA license are highly desirable.





## BENEFITS

**Salary** – \$147,396 - \$194,532 DOE.

**Cafeteria Allowance** – \$2,711 per month for medical, dental and vision coverage. Any unused funds are paid as cash. If health coverage is waived, employee receives the full \$2,711 as cash.

**Auto Allowance** – \$200 per month.

**Technology Allowance** – \$75 per month.

**Retiree Health Savings (RHS) Plan** – \$185 per month contribution.

**Vacation Leave** – 80 hours per year (up to 160 hours at year 11).

**Sick Leave** – 8 hours per month with unlimited accumulation and cash out ability (if eligible).

**Holidays** – 11 holidays plus one floating holiday.

**Work Schedule** – 9/80 with remote work options.

**Retirement** – Cypress is a member of CalPERS. Classic employees are 2% at 55 with 6% cost-sharing. PEPRAs members are 2% at 62 with a current contribution of 8.25%. Cypress does not participate in Social Security.



Recruiting Services Provided By



## APPLICATION PROCESS

**FIRST REVIEW DATE |**  
October 12, 2025

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

**[apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).**

Should you have any questions regarding this position or the recruitment process, please contact **Kristine Ridge** at **(714) 493-8506**.

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 interviews, and final interviews with the Director of Finance & Administrative Services. Appointment is subject to completion of thorough background and reference checks, and a pre-employment medical exam.