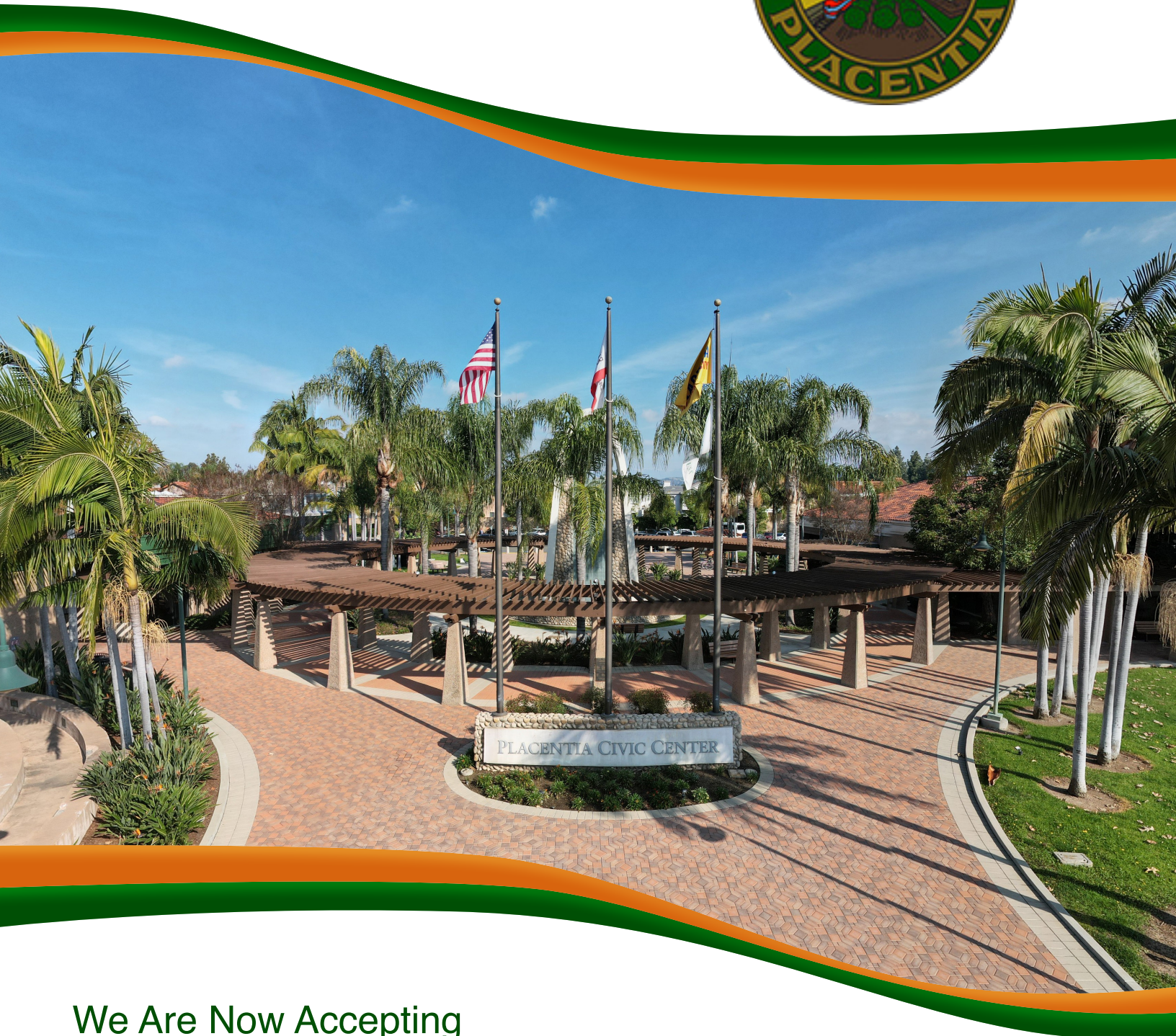


The City Of
Placentia
California



We Are Now Accepting
Applications For The Role Of
DIRECTOR OF FINANCE

BH
Bob Hall & Associates

THE ORGANIZATION

At the City of Placentia, we strive to make a difference by continually developing our progressive and innovative workforce. Our team works together to foster an environment that promotes diversity, creativity, and respect for everyone's opinions to ensure a better result for the community we serve. The City believes in a philosophy of continuous improvement and seeks to provide employees with a number of professional development opportunities, including citywide leadership academies and more. If you are interested in a public sector career with an established agency dedicated to improving the way its employees work, develop, and thrive, this position would be an excellent opportunity for you. The City of Placentia continues to have positive and upward progress in all of its operations and is uniquely positioned for success in the years ahead. The City seeks a proven leader that desires to be a part of our dynamic management team in taking Placentia to the next level!



THE COMMUNITY

Placentia is located in the northeastern section of beautiful Orange County, approximately 35 miles southeast of Los Angeles. Once the center of the Valencia orange growing/packing industry, Placentia today is a beautiful suburban community offering quality schools, stately churches, wholesome recreation, and a growing Old Town district. Placentia is located minutes away from distinguished cultural, educational, sports and resort centers such as California State University at Fullerton, Disneyland, Anaheim Stadium, Orange County Performing Arts Center, the Honda Center, and Knott's Berry Farm as well as world famous Southern California beaches and mountains. Incorporated in 1926, Placentia has grown to 51,727 residents. Operating as a Charter City since 1965, Placentia is governed by a five-member City Council. The City operates as a Council-Manager form of government which provides the policy-making leadership of a City Council with the administrative oversight of a City Administrator. The City has 197 full-time staff, including a Finance Department of 9 full-time staff. Placentia is a full-service city which includes its own Police and Fire Department.



THE DEPARTMENT & POSITION

The Finance Department currently has nine full-time team members, including the Director, and is responsible for budget management, accounting, accounts payable/receivable, payroll, purchasing and oversight and reporting of the City's complex financial resources.

The Director of Finance is responsible for exercising independent judgment in establishing efficient and effective financial operations consistent with City Council priorities and administrative guidelines established by the City Administrator. Knowledge of principles and practices of public administration including budget preparation and analysis, grant accounting and bond issuances, financial planning, internal controls and concepts of automated financial management information systems will be paramount to the new Director's success in this role.





THE POSITION

The Director of Finance's responsibilities and duties include:

- Planning and directing the preparation of the annual City budget, including the forecasting of revenues, expenditures, fund balances and capital project's needs and the implementation of expense controls throughout the year.
- Oversee year-end accounting, including the preparation and reconciliation of year end closing financial statements and auditing processes including the Annual Comprehensive Financial Report.
- Direct the general accounting, payroll, accounts payable, accounts receivable, purchasing, and contracts administration programs; review monthly reports and actual activities to assess the City's financial position on a continuing basis.
- Evaluate City revenues, reserves and cash flow from tax subventions, grants, transfers, business licenses and other fees; make short- term investments, monitor daily cash flow and work with the elected City treasurer to manage investment portfolio, while advising the City Administrator regarding important trends.
- Establish department goals, priorities and timelines for completion of projects and assignments; evaluate department and staff performance in conformance with established objectives.
- Oversee post implementation process for new ERP System including developing processes and citywide training.
- Participate in labor negotiation process.

QUALIFICATIONS

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, finance, accounting, or other area of study relevant to the position.

Experience:

Minimum eight (8) years of progressively responsible management experience in finance, accounting and budgeting in a comparable size organization, including **three (3) years** of responsible supervisory or management experience.

Licenses and Certificates:

- Masters degree preferred or registration as a Certified Public Accountant (CPA) in the State of California.
- Possession of, or ability to obtain, a valid California driver's license at the time of appointment.

IDEAL CANDIDATE

The ideal candidate should possess strong technical skills, leadership and strategic thinking abilities. They should demonstrate expertise in financial reporting, budgeting, forecasting, and financial planning, while also showcasing the ability to lead and inspire a finance team and collaborate with other departments. They should be adept at communicating complex financial information clearly and concisely to both technical and non-technical audiences. The ideal candidate subscribes to the philosophy of continuous improvement, has tremendous initiative and demonstrates the highest-level character and ethical standards.

BENEFITS

The City operates on a “4/10” work schedule and offers the following competitive salary and benefits:

Salary – \$167,856 - \$204,006.

Retirement – The City of Placentia participates in the California Public Employees’ Retirement System (CalPERS) and does not participate in Social Security.

- **2% @ 60 (Classic Members)** – Applies to employees who, prior to January 1, 2013, were active members of CalPERS or another public employee retirement system through which reciprocity may be established. Employee membership contribution is 7%.
- **2% @ 62 (New Members/PEPRA)** – Applies to new employees hired on or after January 1, 2013, who are not members of CalPERS or are not members of another public employee retirement system with which reciprocity may be established. Employee membership contribution is 6.25%.
- **Retirement Supplement:** City contributes 4% to a 401(A) retirement supplement plan through Mission Square.

Severance – 4 months severance.

Wellness Incentive – Employee may elect to submit once per calendar year to a complete physical examination, including a cardio-vascular examination, by a qualified physician under the City’s medical plan selected by the Employee, the co-pay cost of which shall be paid by City.

Health Insurance – The City provides up to \$1,877 per month to purchase health insurance for employee and dependents through the CalPERS Health Benefits program. Alternatively, there is a \$400 medical opt out payment for employees who are insured outside the City’s insurance coverage.

Dental & Vision Insurance – City pays full premium for employee and dependents.

Alternative Health & Wellness (Sick Leave) – 96 hours per year; this program includes a cash incentive of up to \$1,250 per fiscal year.

Management Leave – Up to 100 hours per year.

Life Insurance – The City agrees to pay for a group life insurance policy equal to half the employee’s annual salary. The City also agrees to pay the premium of a Whole Life insurance policy equal to half the employees’ annual salary. Employee may also purchase additional life insurance for employee and/or spouse.

Education Incentives – 2% Associate’s Degree, 4% Bachelor’s Degree, 6% Master’s Degree.

Deferred Compensation (457) Plan – Employees may contribute to a deferred compensation plan on a voluntary basis, the City will match up to 50% of the IRS annual limit, including the over age 50 catchup provision.

Flexible Spending Account – Employees may contribute to a Section 125 Flexible Spending Account on a voluntary basis.

Education Incentives – 2% Associate’s Degree, 4% Bachelor’s Degree, 6% Master’s Degree.

Disability Insurance – Fully paid short-term and long-term disability insurance policies.

Telecommunications Allowance – \$100 a month provided.

Paid Time Off (Vacation) – Accrual rate of 168 hours per year.

Holidays – 13 paid holidays per year.



APPLICATION PROCESS

CLOSING DATE | July 14, 2025



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

Should you have any questions regarding this position or the recruitment process, please contact **Sherry Johnson** at **(714) 273-4187**.

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 City Administration. Appointment is subject to completion of thorough background and reference checks, and pre-employment medical exam.

Apply today and be a part of an amazing team!