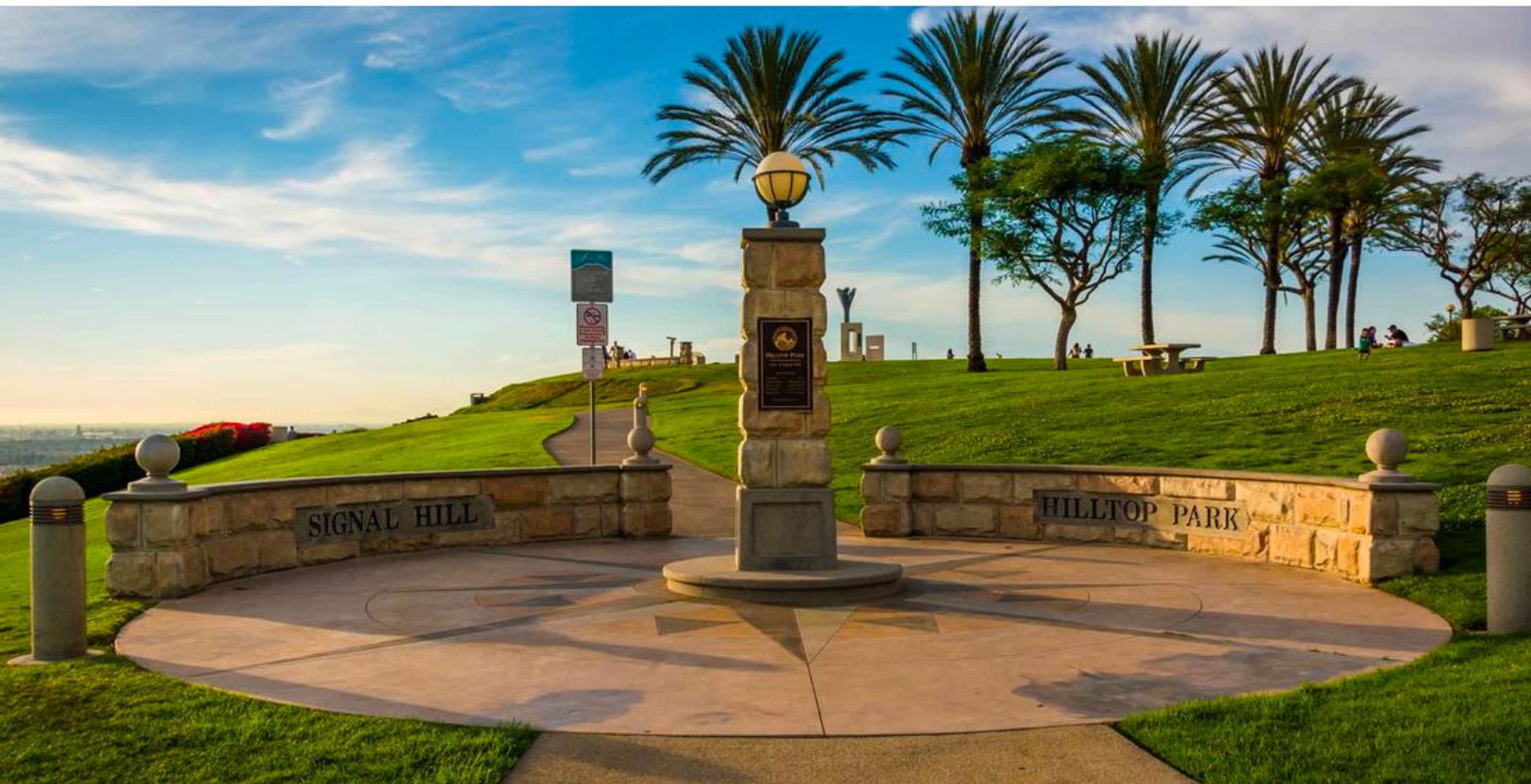




SIGNAL HILL

California



invites applications for the position of
DEPUTY FINANCE DIRECTOR

THE COMMUNITY

The City of Signal Hill is a desirable place to live and work because of its safe neighborhoods, abundant business opportunities, inclusive culture, and beautiful green spaces. With its central location, the community takes great pride in its recreational amenities which include 11 City parks and open space area covering over 29 acres, an extensive walking trail system, abundant recreation and library programs, and an array of annual events.

The City of Signal Hill, with a population of 11,500 and covering 2.2 square miles, is located in Los Angeles County within four miles of the Pacific Ocean. Signal Hill was incorporated on April 22, 1924, roughly three years after the discovery of a vast oil field. Known for its beautiful setting, Signal Hill claims the only accessible high ground for miles around with an impressive hilltop park which provides spectacular panoramic views.

The City is aggressive in its economic development strategies and offers residential, retail and industrial residents the benefits of a full-service municipality while preserving the feeling of a small hometown.

CITY GOVERNMENT

Signal Hill is a full-service charter city operating under a Council-Manager form of government. The City Council consists of five Council Members elected at-large to four year terms. Each year the Council chooses the Mayor and Vice-Mayor from among the Council Members. The City Clerk and City Treasurer are also elected.

Signal Hill offers the traditional range of services and is organized across the Departments of Administration, Community Development, Parks, Recreation and Library Services, Finance, Police, and Public Works. Fire services are provided by the Los Angeles County Fire Department.

Signal Hill has a history of prudent fiscal practices that have enabled the City to achieve and maintain a stable, positive long-term financial forecast and healthy financial reserves. The City's FY 2023-24 Operating and Capital Budget is the second budget year of the two-year FY 2022-24 Budget and reflects an operating budget of \$32.9 million and a capital budget of \$13.6 million. The Year 2 Budget is balanced and reflects estimated revenues and transfers-in totaling \$35.2M comprised of \$32,907,359 in operating revenues and \$2,305,060 in non-operating revenues; total appropriations and transfers-out in the amount of \$35,212,419 in operating expenses. The City's passage of Signal Hill Measure R (SHR), the transaction and use (sales) tax add-on (approved by the voters on November 3, 2020 increased the rate by an additional 0.75% to a total of 10.25%) and the City's specific mix of retail businesses remain resilient and has placed the City in a strong position in FY 2023-24. As of June 2023, the City's total committed reserve funds, comprised of funding for various designated purposes, totals \$31,207,577; and the City's General Fund unassigned balance is \$22,584,246.

Signal Hill is ethnically and culturally diverse and proud to be a progressive City that is attentive to the needs of its residents. Its 128 full-time equivalent employees take a proactive approach to providing top notch services and ensuring a high quality of life for Signal Hill residents. While the organization expects a great deal from staff members, the culture supports flexibility and recognizes the value of work-life balance.



QUALIFICATIONS

EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, public administration, or a related field is required. A Master's degree is highly desirable.

EXPERIENCE: Five (5) years recent, full-time increasingly responsible experience in municipal public administration, and accounting or finance, including (3) years of supervisory experience.

LICENSE/CERTIFICATION: A valid California Class C driver's license. CPA Certificate is highly desirable.



THE DEPARTMENT

The Finance Department is a service-oriented team that provides services and support to internal departments and to the public. The Department is authorized for 8 FTE's assigned to finance, risk management, administration, payroll/benefits; and contract management over Information Technology services. The Department accounts for all City and Successor Agency expenditures, administers business licensing and full service water utility billing, accounts for revenue collection, performs city wide accounting functions, including grant accounting, processes the biweekly payroll, prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants. In conjunction with, and subject to the independent certification of the City/Agency independent audit firm, the Department prepares the City's Annual Comprehensive Financial Report (ACFR). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City's annual budget.

The Finance Department oversees the utility billing function by utilizing Tyler Technologies ERP specialized utility module for the City's approximately 3,500 accounts for all water fees. The Department works with the City Treasurer with respect to the various financial issues. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments.

THE POSITION

Reporting to the Finance Director/Administrative Services Officer, this position plans, organizes, supervises, and participates in the collection, custody, investment, and disbursement of City funds to oversee and ensure accurate and efficient financial operations, financial reporting, and participates in the development and execution of comprehensive financial strategies. This position helps manage bank relationships, supervising the City's investment portfolio, bond issuance and debt administration, revenue monitoring, managing cash and investments, and insuring sufficient liquidity based on projected cash flows. This position plays a critical role in helping the Department and City drive financial sustainability and optimize long-term fiscal outcomes. The Deputy Finance Director will provide leadership, guidance, and supervision to the Accounting Manager and subordinate staff within the Finance Department. The selected candidate will have the pleasure of working for an organization that has received the GFOA Excellence Award in Financial Reporting for 27 years and the GFOA Distinguished Budget for four years.

Under general direction, the Deputy Director of Finance manages the day-to-day operations and supervision of the City's Finance department; provides general and specific direction to subordinate employees; provides highly responsible and complex administrative support to the Director of Finance/ Administrative Services Officer; and serves as a member of the City's Management Team.

IDEAL CANDIDATE

The City of Signal Hill is seeking a candidate for this position that has exceptional local government accounting experience who has the strength of character and depth of knowledge to inspire, lead and mentor the talented, dedicated staff in the Finance Department. The candidate must be highly experienced, innovative, and customer service-oriented finance expert who is an outstanding manager with depth of knowledge to inspire and lead the Department's dedicated staff by setting a positive example. The successful candidate will be a strong project director having the ability to foster a working environment of collaboration and develop effective rapport with employees from all departments. The selected candidate will have a reputation for high integrity, honesty, good judgement, and a solid track record of managing accounting and finance projects timely and efficiently, and the vision to prepare a robust strategy for the short and long term future. The ideal candidate is one who is a hands-on visionary, able to strategize and make improvements and suggestions on taking the Finance Department – and the agency- to the next level, in implementing best practices and sound and stable Finance goals and deliverables. This candidate will have exceptional problem-solving and supervisory abilities with a proven track record of outstanding customer service, situational awareness, and relationship-building skills. Strong organizational, interpersonal, and written communication skills are a must. Knowledge of Tyler Technologies Incode 10 Financial System is a plus.

The ideal candidate would have the opportunity to work alongside the current Director of Finance and should be comfortable stepping into the role of Acting Director of Finance in the near future. The City is highly interested in a candidate with the strong potential to promote to the Director of Finance position.

APPLICATION AND SELECTION PROCESS

First Review Date | Friday, March 8, 2024

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

Please contact Sherry Johnson at (714) 273-4187 or 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 interviews, and final interviews with the Director of Finance. Appointment is subject to completion of a thorough background and reference checks, and pre-employment drug screen.

BENEFITS

Salary: \$120,935.27 - \$154,347.38 Annually

Retirement: Provided through the California Public Employees' Retirement System (CalPERS). The City offers "Classic" members 2% @ 60; and 2.7% at 62 pension formula for PEPRA "New" members. Classic members contribute 7% and PEPRA members contribute 7.75% to their CalPERS retirement.

Medical: The City contributes up to \$1,900 per month toward health benefits. Opt-Out available and 75% of \$1,200 contribution may be eligible for deposit into deferred compensation or other optional benefits.

Deferred Compensation: The City will match one dollar for every two dollars contributed (1:2 ratio) up to 3% of annual salary

Executive Leave: Sixty-three (63) hours in addition to holiday and vacation leave.

Holidays & Personal Holiday Leave: 80 paid holiday hours and thirty-six (36) hours of personal holiday leave annually.

Vacation/Sick Leave: 96 to 176 vacation hours per year, depending on length of service. 96 hours of sick leave annually with buyback program in June.

Retiree Health Benefits: City contribution to retiree health based on years of service. Employees contribute \$625 annually toward their future retiree health benefit.

Life Insurance: Coverage of 3x annual salary to a maximum benefit of \$300,000.

Wellness Reimbursement: Annual reimbursement for health club membership, formal wellness programs and medical/dental co-pays and deductibles. \$500 for department heads and \$250 for managers.

Social Security: The City of Signal Hill participates in Social Security.

