

DESIRABLE EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory performance. A typical way to obtain the knowledge and abilities would be:

Education:

A bachelor's degree in public or business administration, finance, accounting, or closely related field. A master's degree or C.P.A. is desirable.

Experience:

Five years of progressively responsible municipal accounting experience, including at least two years of supervisory experience at the mid-management level.

Knowledge of:

- Municipal accounting and finance administration principles, practices, and systems, including general and governmental accounting, auditing and reporting functions;
- State and Federal laws and regulations and local codes and ordinances affecting municipal finance;
- California risk management laws, regulations, and current best management practices;
- Reporting requirements pertaining to municipal finance;
- Auditing principles, standards and procedures used in examining accounts and records;
- Treasury management and investment programs available for municipal funds;
- Municipal budgeting processes;
- Internal control methods and procedures;
- Cost accounting methods and cost allocation techniques;
- Data processing applications in a public agency;
- Principles of supervision, training and performance evaluation.

Ability to:

- Plan, direct, and coordinate department activities;
- Make decisions regarding the operational and personnel functions of the department;
- Analyze unusual situations and resolve them through application of management principles and practices;
- Plan and enforce a balanced budget;
- Develop comprehensive plans to meet future City needs/services;
- Analyze and interpret financial data and accounting records and determine logical conclusions;
- Make accurate revenue and expenditure forecasts;
- Determine cash flow requirements;
- Invest funds prudently and wisely;
- Prepare and present financial and statistical reports in a concise and clear manner;
- Develop and administer department policies, goals, objectives and procedures;
- Recognize and implement improvements in financial record-keeping systems;
- Manage complex projects, on-time and within budget;
- Communicate effectively both orally and in writing;
- Deal constructively with conflict and develop effective resolutions;
- Establish and maintain effective working relationships;
- Select, train, supervise and evaluate department staff.



CITY OF
Los Alamitos
California

INVITES YOUR
INTEREST IN
THE POSITION OF

**FINANCE
DIRECTOR**



THE COMMUNITY

Located in northwest Orange County, the City of Los Alamitos is a peaceful, tree-lined residential area that is considered an ideal place to live. Although Los Alamitos is a quiet residential community, it is bordered by the I-605 freeway and there is easy access to the I-405 freeway. Located in West Orange County, adjacent to the cities of Long Beach, Cypress, Seal Beach and Garden Grove, the City is 4.3 square miles with a population of 11,449. Los Alamitos is comprised of people who take great pride in their community. Los Alamitos has a highly diversified economic base, consisting of light industry, manufacturing, and commercial business. The City, however, still maintains much of its original small town image. Consistent with the community's values is its caring attitude for its residents. The schools in Los Alamitos are among the best in the State. The District is known for academic excellence, and the community has always shown great interest and support in the education of its children. For example, in 2018, the citizens passed a bond issue to improve the High School facility in the District. During World War II, the Los Alamitos Naval Air Station was built. Today, the Joint Forces Training Base is headquarters for emergency response for Southern California and home to the California National Guard. Quality of life is important to the residents of Los Alamitos. The City is both politically and financially stable. The current City Council is dedicated to providing quality City services to its residents. While the City's current General Fund reserves are strong, the City is focused on developing a plan to ensure long-term Fiscal Sustainability.



THE ORGANIZATION

The City of Los Alamitos was incorporated on March 1, 1960. As a charter city, Los Alamitos is governed by the Council/Manager form of government. A five-member City Council is elected by districts, and members serve four-year overlapping terms. The Mayor is selected by the City Council from among its members.



THE FINANCE DIRECTOR

The Finance Director is a Department Head under the direction of the City Manager. The primary responsibilities of this position are directing, planning, organizing and overseeing the day-to-day operations of the City's Finance division.

Specific duties of the job include preparing the annual budget, preparing financial statements and reports, maintaining financial records, coordinating the investment of the City's funds, supervising the financial operation of the City, assisting in the development of fiscal policies and procedures, and any other assignments as may be delegated by the City Manager.

The City is fortunate to have a very experienced Executive Management team. This team under the direction and guidance of the City Manager are responsible for the development and administration of programs designed to address primary areas of City service. As part of this team, the incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization.

ESSENTIAL JOB FUNCTIONS

- Plans, directs and coordinates the fiscal management program of the City including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing and investment of funds.
- Monitors City compliance with various laws and regulations governing the administration of fiscal affairs.
- Plans, directs, coordinates and is responsible for investments and cash flow; develops and implements policies governing the investment of City funds; directs the investment program.
- Supervises the personnel and operations of the department.
- Prepares the annual City Budget.
- Oversees the preparation of the Comprehensive Annual Financial Report (CAFR).
- Prepares reports and recommendations for City Manager review and City Council action.
- Prepares, organizes and presents information to the Budget Standing Committee.
- Oversees and develops the City Fiscal Sustainability Plan and educates the Budget Standing Committee, City Council, Staff and the Community.
- Prepares and recommends action on fiscal policies, personnel ordinances, resolutions, rules and regulations for City Manager review and City Council action. Represents the City at meetings with outside agencies and citizens.
- Oversees the Information Technology function;
- Responds to citizen inquiries and complaints.
- Assumes miscellaneous administrative assignments
- Attends City Council and Budget Standing Committee meetings.

TO BE CONSIDERED

Open until filled. All applications will be screened by the selection committee and the most qualified candidates will be selected to continue in the selection process. If you are interested in this outstanding opportunity, submit a City application and a resume.

Should you have any questions, please contact:
Human Resources at HResources@CityofLosAlamitos.org or call 562-431-3538 x201

THE COMPENSATION

The City of Los Alamitos is interested in obtaining the best possible candidate for the Finance Director Position. As such, the salary range is \$8,450.33 to 11,828.70 monthly.

Benefits include:

Work Schedule - 9/80 City Hall is closed every other Friday.

Vacation: Annual vacation leave accrual by years of service, 0-2 years equals 80 hours and increases with years of service.

Sick Leave - Eight hours for each calendar month of service.

Administrative Leave – 80 hours annually, use it or lose it. Holidays - 12 days per year.

Floating Holidays – Eighteen (18) hours of floating holiday time to be used during the calendar year.

Retirement - Employees are covered under the State of California Public Employee's Retirement System (PERS); Classic: 2.7% @ 55 or PEPR: 2% at 62. Employee is required to pay 8% employee's share of PERS.

Insurance - The City provides a comprehensive group insurance program for all permanent employees, including health, life, dental and vision. Health, dental, and vision insurance coverage is available for dependents.

Automobile Benefit - \$300 per month

Deferred Compensation - Participation is available.

**Human Resources
City of Los Alamitos
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