



THE CITY OF  
**SEAL BEACH**



*Invites your interest in the  
position of*

**DIRECTOR OF  
FINANCE/  
CITY TREASURER**

# 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.*

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**Filing Deadline is November 8, 2019**

*To be considered for this opportunity, please submit a compelling cover letter, and resume that reflects your scope of responsibility and significant accomplishments to [bobhallandassoc@gmail.com](mailto:bobhallandassoc@gmail.com). If you have questions about the position or the recruitment process please contact Bob Hall at 714.309.9104.*

*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.*

*\*Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. Seal Beach is an Equal Opportunity Employer.*

*The provisions of this brochure do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*



# 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.

# RESPONSIBILITIES

*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.*

*Attends professional meetings and advisory conferences.*



# IDEAL CANDIDATE

## **Education/Training/Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. 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.

## **Licenses, Certificates, Special Requirements:**

Valid Class C California driver's license, acceptable driving record, and evidence of insurance are required within one year of assignment to this position.

## **Knowledge of:**

Municipal Code and Government Code as applied to City financial policies and practices; generally accepted financial accounting standards and practices through GAAP, GAAS, and GASB, and related OMB circulars; City's Investment Policy; principles and practices of accounting and auditing; principles of public administration with particular reference to public finance administration; municipal budgeting practices; general and fund accounting, taxation, and revenue management practices; purchasing practices and procedures; theories of management; principles of employee supervision and evaluation.

## **Ability to:**

Plan, organize, direct, and evaluate the functions and operations of the Financial Services Department; analyze, and present financial reports; accurately forecast major revenues and costs; select, train, supervise, evaluate, and discipline employees; originate and institute financial planning policies and controls; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, consultants, auditors, vendors, City officials, and others during the course of work.

# COMPENSATION AND BENEFITS

**Salary:** \$12,074.66—\$14,676.83 per month

**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

**Administration Leave:** 48 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.