



CITY OF LAWNDALE, CALIFORNIA

# Director of Finance/ City Treasurer



Koff & Associates  
A Gallagher Company

## ➤ INTRODUCTION

Are you a leader in the public sector finance industry looking to join an outstanding team of local government professionals? Do you enjoy working in a collaborative and cohesive environment where you leave at the end of the day satisfied with your public service? Are you an innovator in municipal finance that can take ownership of a department and lead by example? If this is you, the City of Lawndale is currently seeking a Director of Finance/City Treasurer with those values to join their team!

The City of Lawndale, located a mere three miles from the amazing South Bay beaches, and about four miles from the LA Chargers and LA Rams SOFI Stadium, maintains a strong economic outlook and solid city leadership. The City organization is led by a professional City Manager who oversees all City operations. The Director of Finance/City Treasurer reports to and works closely with the City Manager to oversee and execute the annual budget, maintain a high level of financial services to both internal and external customers, and ensure the solvency and positive outlook of the City's finances.

## ➤ THE CITY

Incorporated in 1959 as a General Law City and located at the heart of the South Bay region in LA County, three miles east of the Pacific Ocean, the City of Lawndale is primarily a residential community encompassing two square miles and a population of approximately 38,000. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees.



## ➤ CITY GOVERNMENT

The City has a council-manager form of government. The residents elect a part-time Mayor and four Councilmembers who appoint a full-time professional City Manager to oversee the city operations. The City is a contract city with police, library, and fire services provided by the County of Los Angeles. There are about 60 full-time and part-time equivalent City staff to provide other City services.

## ➤ THE DEPARTMENT

The Finance Department oversees all fiscally related activities and operations of the City in accordance with generally accepted accounting principles, State and Federal laws. The Department's primary functions include financial planning and budgeting, disbursement control, revenue administration, accounting and reporting, debt management, investments, purchasing, payroll, cash handling, and business licensing. The department establishes and maintains internal controls to provide sound fiscal management and protect the City's assets.



## ► THE POSITION

The Director of Finance/City Treasurer leads a staff of four and is responsible for the City's budgeting process, collections and disbursements, and financial reporting. This position is responsible for the liquid assets and investment activities of the City consistent with the adopted policies. Additional responsibilities include safeguarding the financial assets of the City; developing, preparing and maintaining the City's budget; managing internal audits; supervising the collection and disbursement of funds in accordance with approved policies; preparing monthly and annual financial reports for City Council and Staff; filing complete, accurate, and timely State and County reports; business license administration; the Comprehensive Annual Financial Report (CAFR); City grants; the state controller report; managing the City's financial gains and risks; selecting, training, supervising, and leading technical and professional finance personnel; providing administrative assistance to the City Manager; preparing and presenting reports to the City Council; representing the City and department to outside groups and organizations; and performing other related duties as assigned. The incumbent will assist in developing long- and short-range financial management priorities; manage investment activities of the Treasurer's office; implements improvements to the City's administrative and financial internal control systems and procedures; and ensure consistent service delivery is provided to customers in compliance with the goals, policies, and procedures of the City. There is currently a management position vacancy within the department so the next Director will have the opportunity to build on this already outstanding team.



### Priorities and Opportunities

- Analyze, develop, and strengthen budget, financial reporting, and internal controls processes.
- Hire an Accounting Manager (position currently vacant).
- Review and analyze the City's fiscal operations to determine modifications needed for potential long-term cost savings and improved efficiencies (pension liability and law enforcement costs).
- Provide leadership, mentoring, and staff development to finance team.
- Support leadership in development of a five-year CIP process.
- Strategic planning experience is ideal as the City moves forward developing its first plan.



## ► THE IDEAL CANDIDATE

The ideal candidate will be a dedicated, innovative, and proactive professional who possesses outstanding leadership ability, high integrity and ethical standards, and independent judgment. The successful candidate will have strong communication and interpersonal skills to enable building and maintaining effective working relationships with a staff, city leadership, elected officials, and other stakeholders. The ideal candidate has experience and success working in the Council-Manager form of government and understands the dynamics of contracting certain city operations. The City is seeking a customer service-driven professional with a high degree of government finance and accounting technical competency, including knowledge of the principles, techniques, and practices of local government finance, accounting, investment, budgets, financial reports, and report writing; cash management; principles of supervision; program analysis and revenue forecasting; bond servicing; pertinent local, state, and federal laws, rules, and regulations.

## Key Attributes and Characteristics

- Humble and collaborative. Willing to encourage and actively listen to the ideas of others.
- Energetic. Communicates openly and values the experience and knowledge of the City's Central Management Team.
- The ability to be analytical and act strategic; flexible and adapts well to changing priorities.
- Strong business acumen; politically astute.
- A leader that can manage and develop a culture of team-work and strong customer service.
- Admirable integrity and high ethical standards having a fiduciary responsibility to oversee and manage the City's financial activities.

## ➤ MINIMUM QUALIFICATIONS

- A bachelor's degree from an accredited college or university with a major course work in business, accounting, finance, economics, or related field is required.
- Five (5) consecutive years of increasingly responsible experience in public finance and accounting.
- Two (2) years of management/supervisory experience.
- A master's degree and Certified Public Accountant (CPA) credential is highly desired.

## ➤ COMPENSATION AND BENEFITS

**The salary range for this position: \$131,064 – \$159,300 with excellent benefits.**

- **Retirement**– The City contracts with the California Public Employee's Retirement System (CalPERS), in compliance with Public Employees' Pension Reform Act 2013 (PEPRA). The City offers 2%@55 formula for "classic members" and 2%@62 formula for "new members."
- **Deferred Compensation** – 457 plans with City contribution. The City does not participate in Social Security.
- **Health Insurance** – The City provides health contributions (\$1,080.36 per month) towards medical, dental vision. EAP, group term life insurance (\$100,000) and long-term disability provided by the City. IRS Section 125 Flexible spending account also available. Wellness reimbursement program (\$100 per fiscal year).
- **Other Benefits:** Holidays, Sick Leave, Executive Leave, Auto Allowance, Education Assistance.

## ➤ APPLICATION PROCESS

**The final filing date is Friday November 19, 2021.**

To be considered, please submit a resume, cover letter, and five work-related references to:

<https://koffassociates.com/director-of-finance-city-treasurer/>

For additional information, please contact:



Gary Palmer  
Phone (510) 345-3954  
[gpalmer@koffassociates.com](mailto:gpalmer@koffassociates.com)  
[www.koffassociates.com](http://www.koffassociates.com)

or

Frank Rojas  
(510) 495-0448  
[frojas@koffassociates.com](mailto:frojas@koffassociates.com)

*Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews on Thursday, December 13, 2021. Extensive reference and background checks will be completed on the selected final candidate.*