



Controller



Koff & Associates
A Gallagher Company



THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-

town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

THE FINANCE DEPARTMENT

Finance is responsible for overseeing the financial management of City funds and supporting the City Council, City Manager and Departments in providing City services to the community. Programs include General Accounting, Budget Management, Financial Resources, Grants Management, Purchasing, and the Mail and Courier Services.

To learn more about the Finance Department, go to: <https://www.oxnard.org/city-department/finance/>

THE POSITION

Reporting to the Assistant Chief Financial Officer (Asst. CFO), the Controller directs, coordinates, and supervises the activities and operations of a wide variety of functions including general accounting, accounts payable, accounts receivable, and grant accounting; coordinates assigned activities with other functions, City departments/divisions, outside agencies or organizations; provides professional and technical support to the Chief Financial Officer, two Asst. CFOs, and the Senior Manager of Internal Controls. Assists with the budget process, is responsible for preparation of the Annual Comprehensive Financial Report (ACFR) and various compliance reports; performs related duties as required.

The Controller is the management level class responsible for administering the overall daily accounting operations to ensure that financial records are secure, and the information systems are reliable. This class is distinguished from the next lower class of Management Accountant/Auditor by the breadth of activities assigned and the complexity of assignments, including the supervision of four direct and eleven indirect professional, technical, and clerical positions.

Essential Functions include but are not limited to the following:

- Manage monthly and year-end accounting close processes within the Finance Department, ensuring the effective operation of internal controls and quality and timeliness of financial information for external reporting.
- Plan, coordinate and review the work plans for accounting functions and processes including accounts payable, accounts receivable, grant and general accounting; provide administrative and technical direction to accounting staff.





a willingness to coach and develop a solid and hardworking accounting staff, but also a willingness to roll up their sleeves and work side by side with staff. The ideal candidate will have strong analytical and accounting technical skills, past experience managing and motivating employees, and a background in ERP implementation. This position will require flexibility, patience, and a willingness to exchange and encourage new ideas while building a culture of continuous improvement and high performance, and the ability to build consensus while helping to move the City in an exciting new and prosperous direction. A CPA and work experience with a Big '4' accounting firm are ideal.

Key Attributes and Characteristics

- Oversee and/or participate in reconciling procedures for cash, general ledger accounts to subsidiaries, clearing accounts, deposits and any others as deemed appropriate.
- Monitor and evaluate the efficiency and effectiveness of service deliverables; recommend appropriate service and staffing levels; manage and participate in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned programs.
- Ensure that work is performed in accordance with Generally Accepted Accounting Principles (GAAP). Review and recommend improvements to accounting, budgeting and reporting procedures; implements new procedures.
- Plan and manage projects such as ACFR preparation and compilation, Single and Annual Audits, and various state and federal reports; develops financial forecast models; prepares periodic financial statements and reports; and monitors cash balances to ensure adequate cash.
- Grant administration and compliance and appropriate asset reporting oversight and management.
- Oversee and participate in the development of the Finance Department budget; participate in the forecasting of necessary funds for staffing, materials, and supplies.
- Attend and participate in organizational and community meetings as necessary; stay current on issues relative to the field of municipal accounting and financial reporting; respond to and resolve community and organizational inquiries and complaints.
- Correct and address significant audit findings and enforce policies and procedures; proactively identify and recommend internal control enhancements.
- Act for the Chief Financial Officer or Assistant Chief Financial Officer as assigned.
- Provide leadership and inspire support in the City's efforts to encourage the City's established competencies including collaboration, creativity, and innovation, business acumen, the ability to drive results, strong customer and public service orientation and effective communication.
- Effective in delegating duties that enhance employee growth and achieve departmental goals. Can develop, train, and motivate an effective and high performing team and foster positive morale through positive leadership.
- A patient leader who can exemplify the highest ethical standards and is willing to make difficult decisions based on what is right, and not just the status quo.
- Leads by example – embraces the values of collaboration, staff contribution, teamwork, and excellent customer service. An approachable leader who is willing to listen and able to build trust.
- Understands the need for an appropriate balance between internal controls and organizational efficiencies, and who offers innovative solutions to eliminate bureaucratic obstacles and excess waste.
- Engage and consult with departments to help them meet their goals; able to identify areas of weakness and affect change and process improvements that help move the organization to the next level.
- Proactive in bringing about positive departmental contributions. Anticipates change and puts the necessary policies, procedures, and processes in place to mitigate potential challenges.

THE IDEAL CANDIDATE

The new Controller will be an inspiring leader and mentor, have high energy, and be a collaborative problem solver who is able to build a team-oriented working environment. Excellent communication and interpersonal skills are necessary to work well with staff and executive management. The successful candidate will be part of a management team that offers support and has

QUALIFICATIONS

- Bachelor's degree in accounting, business administration or a closely related field.
- A master's degree is highly desirable.
- A minimum of five (5) years of experience in progressively responsible accounting and financial work.
- Three (3) years of supervisory experience.
- A Certified Public Accountant certificate (CPA) is helpful as is past working experience in the government and/or the public sector.

COMPENSATION AND BENEFITS

The salary range for this position is \$86,715.62 - \$150,039.76.

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$1,173.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents (This amount will increase beginning January 2022 to \$1,543.00)
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement)

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, December 27, 2021.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/controller/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

