



PASADENA

# Controller



Koff & Associates  
A Gallagher Company



## THE CITY OF PASADENA

The City of Pasadena is located in the west foothills of the San Gabriel Mountains approximately 10 miles from downtown Los Angeles. Incorporated in 1886, Pasadena is an ethnically and economically diverse and culturally rich community of residents who enjoy the City's high quality of life and wide variety of services for virtually every age and lifestyle. With a 2021 population of 144,275, Pasadena is nationally recognized as a destination city for employment, tourism, education, living, arts & entertainment, and innovation. Pasadena is often ranked among the nation's "Top Ten" small- to mid-sized cities in many categories, most notably livability and quality of life.

The City takes immense pride in maintaining its historic character and high standard of living while working toward a sustainable future with the right balance of commercial, residential, and retail development. The 12-square-block shopping and entertainment district known as Old Pasadena is a classic example of the City's success, balancing architectural and historical preservation with smart economic growth and urban living in a pedestrian and bicycle-friendly environment. The Playhouse District, anchored by California's State Theater, the Pasadena Playhouse, also maintains many of the original structures while providing a thriving center for culture, commerce, and community. In addition to its strong economic base, Pasadena has one of the highest number of arts and special events venues per capita in the U.S. Home to the internationally famous Tournament of Roses Parade, Norton Simon Museum, Rose Bowl Stadium, Pasadena Convention Center and Civic Auditorium, the USC Pacific Asia Museum, the Gamble House and many others, Pasadena is easily recognized throughout the world. On a regular basis, the City hosts large-scale events that can attract hundreds of thousands of attendees in just a weekend.

Pasadena is home to top engineering, finance, R&D, technology, and healthcare companies, and is recognized as a center for innovation and design, human creativity and logic as well as institutions such as California Institute of Technology (Caltech), NASA's Jet Propulsion Laboratory (JPL), Art Center College of Design, and Pasadena City College. Pasadena's strong innovation economy has attracted more than \$25 billion in federal R&D funding since 2001, more than any other innovation hub in the U.S.

## GOVERNANCE

The City of Pasadena is a full-service municipality governed by a City Council/Manager form of government. The Mayor is elected at-large, while a seven-member City Council is elected by district, each serving four-year terms. Pasadena has benefited from a consistently strong and stable elected leadership and is committed to the values of responsiveness; honesty and integrity; accountability; excellence; open, clear, and frequent communication; innovation; and diversity and inclusiveness.

The City's Adopted FY 2021-2022 General Fund budget is \$286.7 million (total funds \$897.8 million), with a CIP of \$91.9 million. Pasadena's services and operations are supported by 2,250 FTE.

**Mission Statement:** The City of Pasadena is dedicated to delivering exemplary municipal services responsive to our entire community and consistent with our history, culture, and unique character.



CITY OF

PASADENA



## THE FINANCE DEPARTMENT

The Finance Department plays a key role in every financial transaction of the City ranging from cash handling to debt management and from financial forecasting to budgetary controls. Services provided by the Department include fiscal oversight, accounting, debt management, investments, purchasing, budgeting, cash management, cashiering, collections, accounts receivable, accounts payable, payroll, and printing services.

**Vision Statement:** The Finance Department strives to be the standard of excellence in the development and implementation of innovative programs and processes.

**The Finance Department's Mission** is to develop and monitor fiscal policies and procedures that ensure a financially strong and effective city government.

## THE POSITION

The Controller plans, coordinates and administers the accounting, accounts payable, and payroll functions for the Finance Department which includes grants accounting, utility accounting, payroll administration and general city accounting; develops and implements accounting/payroll systems, procedures, and methods; oversees the preparation of all accounting/payroll reports; performs advanced accounting and payroll work; represents the City to management staff and external auditors. This position has five direct reports with an overall division staff of 26 FTEs.

### Essential Functions

- Oversee all programs, services and activities in the day-to-day operation of the Accounting, Accounts Payable, and Payroll Divisions. Divisional functions include General, Grants and Utilities, Accounting, Accounts Payable, Police/Fire Retirement System, and Payroll Administration.
  - Direct and coordinate the maintenance of the City's central accounting records, including general city accounting, grants, utility and other enterprise accounts; plan, maintain and implement financial controls and accounting/payroll procedures; implement policies and procedures for effective management and internal controls; design financial statement formats in accordance with generally accepted accounting principles and legal requirements.
  - Supervise and evaluate the work performance of professional and support staff; provide staff training and development programs; provide counsel, mentorship, and leadership.
- Participate in the development of the department work plan and budget; monitor the division budget, ensuring budgetary controls, deferred compensation, workers' compensation and Medicare insurance disbursement.
  - Advise and/or participate in the design and implementation of automated financial information and payroll systems; establish system controls and develop procedures to enhance existing systems.
  - Coordinate the preparation of external audit materials and financial reporting systems; review and interpret regulatory and post audits; direct and implement audit recommendations.
  - Identify and analyze the financial information needs of City departments; develop various financial statements and reports corresponding with those needs; coordinate work activities with other divisions/departments to ensure proper interface of accounting transactions, payroll withholdings and adjustments; maintain accounting data and records.
  - Identify program and project goals, objectives, priorities and actions to be accomplished in concert with management personnel; manage the implementation and achievement of objectives including short and long-term financial planning and resource activities.
  - Serve as the Co-Finance Section Chief of the Emergency Operations Center to coordinate the collection of necessary financial information, documentation and claims for reimbursement.
  - Troubleshoot regulatory or mystery items that other City departments require assistance with.
  - May act in the absence of the Director of Finance; and perform other related duties as assigned.



## THE IDEAL CANDIDATE

The ideal candidate will be an honest, collaborative, and confident leader with excellent supervisory skills; a strong communicator able to write reports with clarity and verbally articulate fiscal concepts to all levels of audiences. The Controller will work with and supervise a solid team and should have a willingness to delegate, and be a mentor, willing and able to develop staff. The successful candidate will be detail-oriented, but still able to see the bigger picture; a responsible steward for the community, City staff, and leadership, who aligns decisions in support of the goals and needs of the Pasadena residents. The ideal candidate will have a proven track record in implementing efficiencies, allowing the Department to assist the organization in achieving its financial goals.

The successful candidate will have demonstrated expertise and a solid track record in municipal finance and accounting, and excellent interpersonal skills to maintain collaborative relationships with staff, and the community. Excellent interpersonal abilities are necessary to build and maintain solid relationships based on open and respectful dialogue. A background working with Tyler Munis is ideal.

## QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

- Bachelor's degree in Finance, Accounting, Business, Public Administration, or a related field
- Four (4) years of professional accounting experience
- Two years supervising professional and support staff
- Designation as a Certified Public Accountant or progression towards the CPA designation is desirable.
- As the Finance Department is Excel driven, strong Excel skills are a must.

## COMPENSATION AND BENEFITS

**The salary range for the Controller is \$134,801 - \$168,501 DOE/DOQ.**

**The City offers a very competitive benefits package that includes but is not limited to the following:**

- CalPERS Retirement: 2.5% @ 55 for Classic members (employee pays 9%); 2% @ 62 formula for new members (employee pays half of the normal cost and 1% cost sharing, currently a total of 8%). The City does not participate in Social Security.
- Health Insurance: Allowance to assist with medical premiums is provided. In 2022, coverage for Employee + 2 or more dependents is \$1,871.43 per month (Employee only = \$719.78; Employee + 1 = \$1,439.56), and contributions are adjusted annually.
- Dental Insurance: The city contributes 100% of employee only PPO premium. For employees who cover dependent(s), city contributes an additional \$80 per month toward premium.

- Vision Plan: Pasadena offers vision care plans for employees. Enrollment is optional, and premium is paid by employee.
- Vacation Leave: Accrual rate of up to 160 hours per year based on years of service. Credit for vacation earned at previous employer may be considered.
- Management Time Off: 40 hours per year and up to an additional 18 hours annually at the discretion of the Director of Finance.
- Deferred Compensation: 457(b) plan is available.
- Life Insurance: City-provided life insurance and accidental death and dismemberment coverage for each employee in the amount of \$75,000.
- Short and Long-Term Disability Plans: City-provided plans.
- Relocation Assistance: Reimbursement for relocation expenses is available.
- Auto Allowance: \$300 per month.
- Technology Allowance: \$80 per month.
- Professional/Personal Development Allowance: \$750 per year each March.
- 9/80 alternative work week: City administration operates on a "9/80" schedule, closing on alternate Fridays.
- Hybrid Work Program: Teleworking up to two days per week may be available at discretion of Finance Director.

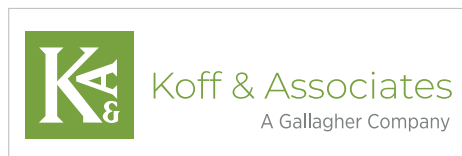
## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Monday, April 25 2022.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/controller-2/>

Resumes should reflect titles, years, and months of positions held.

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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.