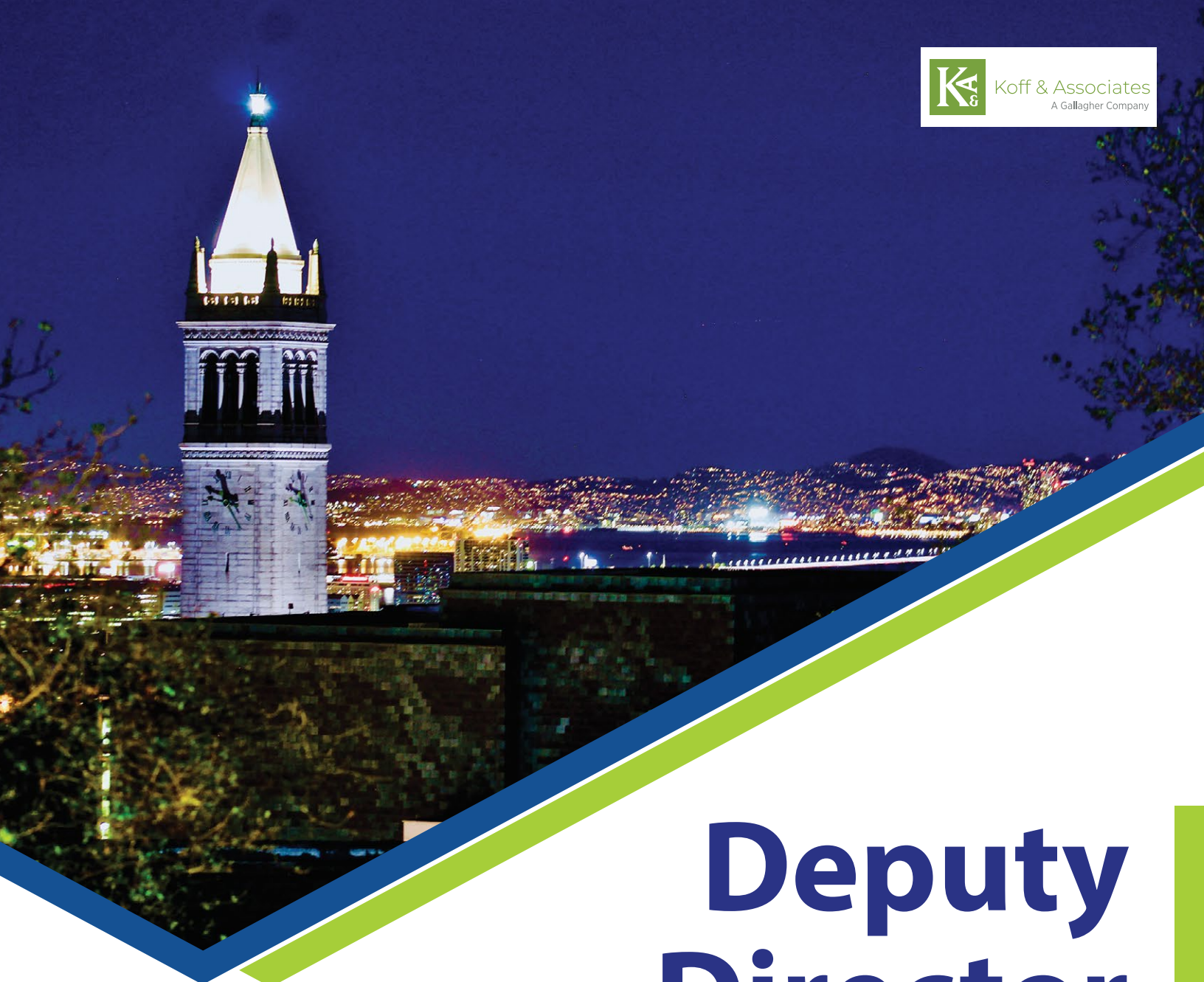
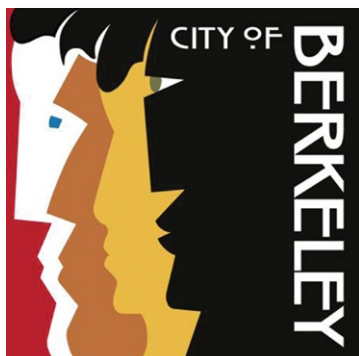




Koff & Associates  
A Gallagher Company



# Deputy Director of Finance





## OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and worldclass cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College, and the University of California, Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina, the City offers exceptional opportunities for yearround outdoor recreation.

## CITY GOVERNMENT

Berkeley has a council-manager form of government. The City is governed by a Mayor, elected at-large, and eight councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations. The eight councilmembers are entrusted with different tasks including facilities, infra-structure, transportation, environment sustainability, land use, housing and much more. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates, and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

Apart from organizing recreational events like summer camps, the city government also provides mental health and public health services to the community. The City's budget is revised every two years and it includes a fiveyear capital improvement program for the welfare of the community. The City's budget reflects its goals and priorities for the coming year's employees

## THE FINANCE DEPARTMENT

The Finance Department provides direct services to the entire Berkeley community, which includes approximately 120K residents and more than 11,000 businesses. The total City budget is \$668,825,973 of which \$236,688,390 is the General Fund. With a staff of 49 budgeted FTEs, the Finance Department's mission is "To conduct all of our responsibilities with integrity, warrant and receive the trust of colleagues and constituents, and to positively support the delivery of quality services to fulfill the City's mission and citywide priorities. Within the framework of full disclosure and quality customer service, our principal obligations are to safeguard City assets, maximize revenues, manage the business of City programs, and provide accurate, timely, and complete financial information."

## THE POSITION

The Deputy Director of Finance, under the direction of the Director of Finance, organizes, supervises, and directs the services and functions of the Finance Department with responsibility for fiscal, budgetary, and other supportive services; represents the department on administrative matters involving other departments and agencies; and supervises a staff of professional, technical, and clerical personnel. In addition, the position is responsible for Finance Department functions which include the treasury, business licenses and collections, accounting, budget, real property, parking violations, investments, Capital assets accounting and inventory, revenue projections, pension systems administrations, risk management, revenue audits and financial administrative services. In addition, the Deputy Director of Finance will assist in the development of new programs for equitable and adequate revenue sources, and preparation of tax levy reports for Council.



The Deputy Director of Finance responsibilities also require the fiscal management of the divisional programs which includes the implementation and maintenance of a centralized accounting system, grant accounting and the development of fiscal procedures and policies. This position will step into the Finance Director role in their absence.

## THE IDEAL CANDIDATE

The ideal candidate will be organized, have a clear understanding of revenues and expenditures, and a 'roll up their sleeves' mentality to provide leadership and clear direction to the Finance Department. Strong interpersonal and communication skills will be necessary to provide reports to City Council and staff as well as to provide guidance and business solutions in a clear manner to all levels of audience. The successful candidate will be a strong project director, have the ability to foster a working environment of collaboration and develop effective rapport with employees from all departments. The selected candidate will have a reputation for high integrity, honesty, good judgement, and a solid track record of managing accounting/finance projects timely and efficiently, and the vision to prepare a robust strategy for the coming years.

## QUALIFICATIONS

- BA/BS in Accounting, Business, Finance, Economics, or a closely related field.
- Master's degree in Accounting or Business Administration, or a closely related field is highly desirable.
- Six (6) years plus of professional accounting experience including public sector/ government accounting.
- Two (2) years plus in management and staff supervision.



## COMPENSATION

The annual salary range for the Deputy Director of Finance is **\$147,190- \$193,436**. Placement within the stated range will be based upon the selected candidate's experience and qualifications.

In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

- **Retirement Plan** – City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service. The City pays 8% EPMC.
- **Deferred Compensation** – Employees may contribute up to \$20,500 per year to the Deferred Compensation Plan.
- **Health and Dental** – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.
- **Life Insurance** – City-paid life insurance coverage for employees.
- **Vacation** – Two weeks of vacation earned annually, increasing to three weeks starting after year three. (This benefit is subject to negotiation depending on experience).
- **Administrative Leave** – 50 hours of management administrative leave annually.
- **Holidays** – 13 regular paid holidays plus three floating holidays annually.
- **Sick Leave** – Employees earn 12 days of sick leave annually.
- **Y.M.C.A.** – City-paid discount on Y.M.C.A. membership.

## APPLICATION AND RECRUITMENT PROCESS

**This position is Open Until Filled.**

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/deputy-director-of-finance/>

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:



Koff & Associates  
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Carlo Zabala  
(510) 342-3233  
[Carlo\\_Zabala@ajg.com](mailto:Carlo_Zabala@ajg.com)  
Website: <https://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 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.

