



City of Richmond

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# DIRECTOR OF FINANCE

*Annual Salary*  
\$135,168 - \$215,184

# CITY OF RICHMOND

Best known for its unique history and role in the World War II home front effort, the City of Richmond is located 16 miles northeast of San Francisco on the western shore of Contra Costa County. Between 1940 and 1945, tens of thousands of workers from all over the country streamed into the City to support wartime industries. The City housed the most productive shipbuilding operations of World War II, launching 747 ships during that time, and is now the proud home of the Rosie the Riveter National Historic Park. Today, Richmond is an important industrial, commercial, oil refining, shipping, government, and transportation center, with centrally located access to BART, AC Transit, Amtrak, ferry, and two freeways. Best of all, Richmond is a welcoming and affordable community!

Richmond is diversifying beyond its historic relationship with heavy industry and evolving into a "home front" for innovation in biotechnology, green technology, alternative energy, and artisanal food manufacturing. Richmond's thriving business environment is complemented by residents who are active and engaged, a rich heritage of cultural and racial diversity, welcoming neighborhoods, pristine marinas, recreational and arts-focused amenities, thousands of acres of contiguous inland regional parks, and more Bay Trail completed than any other city in the Bay Area. We invite you to experience the new energy of Richmond!



## THE POSITION

Under administrative direction of the City Manager, plans, organizes, directs and oversees the operations of the Budget and Financial Services Agency. The position includes responsibility for the City-wide accounting, revenue, bonds, purchasing procurement, investments, grants, and budget analysis. This Executive-level classification reports directly to the City Manager and serves as the executive officer of the Budget and Financial Services Agency, in addition to being City Treasurer, which includes budget and financial management.

# IDEAL CANDIDATE

This is an Executive-level management opportunity for a dynamic and proactive leader who will lead and manage a diverse workforce with varying levels of experience and tenure. Strategic planning, workforce development and budget administration will be skills utilized by the ideal candidate. Knowledge of bond debt, pension debt, pension obligation bonds and other areas relating to government finance are necessary for success in this position. The ideal candidate will be one that can quickly assess and learn the existing business processes and navigate swiftly through the current and future culture of the City. It is expected that the new Director will be well-balanced in all areas of municipal finance, will have excellent oral, written, and presentation skills, and possess an innovative mindset.

# EXPERIENCE & QUALIFICATIONS

Any combination of experience and education which would provide the required knowledge and abilities. A typical way of demonstrating possession of the requisite knowledge and abilities would include the following:

**Experience:** Seven years of progressively responsible financial management experience in a diverse organization, including accounting, budgeting, bonds, investments and information systems.

**Education:** Bachelor's/Master's degree in public or business administration, finance, or economics.

Certified Public Accountant certificate and/or accreditation by the GFOA desirable, but not mandatory.



# COMPENSATION & BENEFITS

**MONTHLY SALARY RANGE: \$11,264 - \$17,932 monthly**

Appointment will be made within this range depending upon qualifications, with most employees starting at or below the midpoint. The salary is complemented by a generous benefits package that includes:

**RETIREMENT** CalPERS 2.7% @ 55 for classic employees (8% employee contribution); 2% @ 62 for employees new to CalPERS (7.25% employee contribution).

**MEDICAL** Managed through CalPERS with multiple options; maximum benefit paid by the City of Richmond is the Kaiser HMO family rate.

**DELTA DENTAL, VISION SERVICE PLAN & EMPLOYEE ASSISTANCE PROGRAM** are provided at no cost to the employee.

**LIFE INSURANCE** 2x annual salary up to \$250,000 benefit.

**LONG TERM DISABILITY INSURANCE** 60% of salary up to \$5,000 per month after 30 day waiting period.

**HOLIDAYS** 12 Paid Holidays per calendar year, 5 Floating Holidays per calendar year.

**ADMINISTRATIVE LEAVE** 12 days each fiscal year

**VACATION** 10 days, increasing after three years and potential vacation credit for prior employment.

**SICK LEAVE** Twelve days annual sick leave and potential payment for unused sick leave.



# SELECTION PROCESS

The final filing date for this recruitment will be April 7th, 2023. Qualified candidates will have their applications reviewed according to their relevant experience and education and the qualified candidates will be referred to the hiring department. Then the best qualified candidates will be asked to participate in an oral interview panel. A final interview will determine the successful candidate, with an anticipated start date in early May, 2023.

## TO APPLY

Please visit [koffassociates.com/opportunities/](https://koffassociates.com/opportunities/)  
You can also reach the Koff & Associates Recruiter  
at [chelsea\\_freeman@ajg.com](mailto:chelsea_freeman@ajg.com)  
The deadline to apply is April 7th, 2023.

*The City of Richmond is an Equal Opportunity Employer  
that actively encourages workforce diversity.*



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