



Deputy Finance Director



Koff & Associates
A Gallagher Company



The City of Riverside

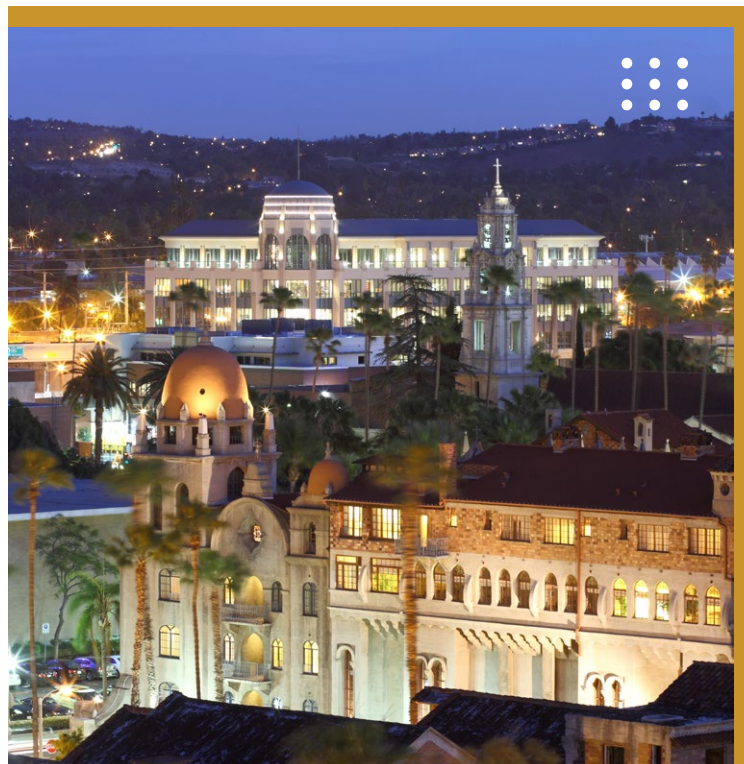
The City of Riverside is a growing metropolitan hub, with an artistic spirit, positioned for a sustainable urban future. Ranked as the 12th largest city in the state with a population of 317,000, Riverside is an urban amenities center that includes museums, theaters, fine dining, an array of festivals and markets, and four internationally recognized universities and colleges. The City believes in continually investing in and improving the community. The Riverside Renaissance effort in the early 2000's included nearly \$1.3 billion worth of projects designed to enhance the quality of life for all Riverside residents. This phenomenal effort resulted in Riverside building 30 years of public improvements in just five years, including new public facilities, paving more roads than ever before, upgrading water and electric systems, traffic relief at railroad crossings through the construction of new overpasses and underpasses, road and street rehabilitation and widening, construction of new sidewalks, curbs and gutters, landscaping improvements, as well as water, sewer and electrical infrastructure projects, renovating and creating new parks, building a new fire station, improving police stations, new and upgraded libraries, rehabilitation of the Fox Theater and Municipal Auditorium, and neighborhood enhancements throughout the City. Riverside is an ideal location for those looking to receive a quality education, start a career, become an innovator or entrepreneur, volunteer in the community, build and expand a business, raise a family, or retire.

City Governance

The City is governed by a seven-member City Council / City Manager model, and is a full-service city providing public safety, utility (electric, water, wastewater, and refuse), community services, and much more. With an operating budget of \$1.4 billion and nearly 2,700 employees, the City provides services to more than 317,000 residents. In October 2020, the City Council developed and approved a 5-year Strategic Plan to guide policy direction that provides a foundation for Priority Based Budgeting.

Accomplishments

Riverside is an award-winning city! Riverside was named #1 U.S. for Small Business by Inc. Magazine, #2 Host Spot for Tech in the U.S., #6 Happiest Place in the Nation for Young Professionals, #3 in California and #103 in the World for Economic Performance by the Brookings Institute, Coolest California City by the California Air Resources Board, a Top 25 City for Business by Executive Outlook Magazine, an Emerald City by the State of California Department of Conservation for sustainable green initiatives and renewable energy, and received the highest possible score of 100 in the nationwide 2020 Municipal Equality Index for non-discrimination laws and inclusion in municipal law, policy, and services. With the recent openings of the Civil Rights Institute, a new downtown library, and the Cheech Marin Center for Chicano Art, Culture and Industry, Riverside is an extraordinary city with a bright future.



To learn more about the City of Riverside, go to: <https://riversideca.gov/>



■ The Finance Department

The Finance Department administers the financial and treasury affairs of the City of Riverside. The department manages the City's revenues, expenditures, investments, purchasing, accounting, budgeting, and debt portfolio. As such, the department provides the City's departments and residents with dependable and efficient quality services in billing and collection of City services, cash management, and other fiscal functions in accordance with legal and professional standards.

Department goals are to:

- » Ensure the safety and security of the City's assets.
- » Provide the financial and accounting resources necessary to support goals and operations of City departments.
- » Develop sound financial strategies for business decisions.
- » Actively support the local business economy.

The Finance Department is comprised of approximately sixty-nine full-time employees supporting the budget, accounting, treasury, debt, procurement, risk management, and business tax functions of the City. Productivity and life-work balance are at an all-time high.

The Department Mission Statement: *The mission of the Finance Department is to provide fiduciary control of the City's assets, perform fiscally related services, and provide accurate, timely and useful financial information to support the delivery of municipal services to the City organization and the public. The Finance Department consists of the Administration, Accounting, Financial Resources, and Purchasing & Risk Management Divisions.*

■ The Position

Reporting to the Finance Director, this position plans, organizes, supervises, and participates in the collection, custody, investment, and disbursement of City funds to oversee and ensure accurate and efficient financial operations, financial reporting, and participates in the development and execution of comprehensive financial strategies. It is imperative for the success of the department to collaborate with executive leadership to drive financial sustainability and optimize long-term fiscal outcomes. The Deputy Finance Director will provide leadership, guidance, and supervision to division managers within the Finance Department.

Riverside is a full-service city with Police and Fire Departments; Electric, Water, Sewer and Refuse utilities; a Convention Center and other entertainment venues; Museum; Transit; and other services not typical of smaller cities. With a citywide budget in excess of \$1.4 billion and capital improvement plan of \$140 million, candidates will tackle the unique challenges of a large, full-service city, recommending strategic financial solutions that align financing for numerous City services with the City Council's strategic initiatives.



Typical duties may include, but are not limited to the following:

- » Supervise, train, and evaluate staff while providing technical guidance and mentorship to employees. Provide leadership, guidance, and supervision to Division Managers within the Finance Department.
- » Supervise the Finance Department's day-to-day operations in the accounting, purchasing, treasury, and business tax divisions, providing financial expertise and guidance to division managers; develop and ensure efficient and effective processes and exemplary customer service to City staff and external parties.
- » Supervise the Finance Department's risk management division, develop comprehensive risk identification, assessment, and mitigation strategies, monitor and report on the citywide risk profile, and emphasize cross-departmental collaboration and cohesion with workers' compensation, safety, and claims functions.
- » Oversee the preparation of financial statements and reports, ensuring compliance with accounting pronouncements and various mandates; and providing accurate and timely financial reports, presentations, and recommendations to support strategic decision-making.
- » Assist in managing staffing levels, develop and oversee staff development programs and cross-training initiatives, and recommend succession planning strategies to ensure a skilled and adaptable workforce in the Finance Department.
- » Identify and implement opportunities for process improvements and automation within the Finance Department, leveraging inter-departmental collaboration to optimize financial operations and enhance efficiency, accuracy, timeliness, and customer service.
- » Assist in the development, implementation, and reporting on Finance Department operational strategies, goals, performance measures, internal control systems, and key performance indicators.
- » Perform other duties as assigned or required.



■ The Ideal Candidate

The ideal candidate is an experienced, innovative, and collaborative finance professional who enjoys challenges and creative solutions and has a mentorship approach to managing employees. The Deputy Finance Director will be expected to provide strength and oversight in the areas of accounting, purchasing, treasury, business tax, technology projects, and day to day operations, as well as supporting a transparent organizational culture. Effective communication and interpersonal are skills necessary to build and foster positive staff and interdepartmental relationships, as well as provide clear presentations and reports to leadership, various committees, and community groups. This position requires a manager with a solid track record in process improvements and streaming operational efficiencies, facilitating projects across departments, staff development and mentorship, and effectively managing resources and workloads. Succession planning will be a key to success as this position offers excellent promotional opportunity. The successful candidate will have the ability to create a workplace of mutual trust and respect in a close-knit working environment.

Key Attributes and Characteristics

- » A self-motivated and assertive leader that takes initiative and models positive behaviors for a high performing, team-oriented working environment.
- » Work with group managers and supervisors, respecting their ability to run divisions while still being available to offer guidance and process improvements with a collaborative style.
- » The ability to creatively communicate complex financial information to non-financial audiences verbally and in writing, using graphics, and simple, practical terms.
- » A management style that looks for continuous ways to improve processes, utilizes technology to create efficiencies to ensure continued fiscal responsibility.
- » A charismatic and humble leader who demonstrates confidence and high integrity, while providing excellent customer service.
- » An active listener, calm under pressure, possessing a positive attitude and a good sense of humor.



■ Qualifications

- » Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business, public administration, finance, economics, or a closely related field.
- » Financial audit experience and designation as a Certified Public Accountant (CPA) and/or a Master's Degree in Public Administration, Business, Finance, or Accounting is highly desirable.
- » Seven (7) years of professional experience in municipal/governmental accounting, budget management, debt administration, or finance.
- » A minimum of five (5) years in a supervisory capacity.



■ Salary And Benefits

The starting salary range of \$138,348 to \$213,084 depending on qualifications and experience.

In addition to a competitive salary, the City offers an excellent benefits package that includes:

- » **Retirement for Classic Members** - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7 % @ age 55; 3 year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- » **Retirement for New Members** - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3 year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- » **Health Insurance** - The City offers six health insurance plans and contributes up to \$1,171 per month for employee and dependent coverage.
- » **Dental Insurance** - The City provides three dental insurance plans and contributes up to \$45 per month.
- » **Vision Insurance** - The City provides vision coverage through Vision Service Plan (VSP) for employees and their dependents that are enrolled in medical coverage.
- » **Life Insurance** - The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary rounded to the next highest \$1,000.
- » **Deferred Compensation** - The City contributes \$100 per month with a minimum employee contribution of \$12.50 per check. Participation in the deferred compensation plan is optional.
- » **Leave Benefits** - Includes all the typical vacation leave, sick leave, bereavement leave, and holiday benefits.
- » **Flexible Spending Account** - The City offers a Health Care and Dependent Care Flexible Spending Plan for optional participation.
- » **Long Term Disability** - The City offers optional enrollment in the Long-Term Disability Plan.
- » **Vacation Accrual** - 0-9 yrs. = 144 hrs., 10+ yrs. = 184 hrs.
- » **Administrative Leave** - 64 hours per fiscal year.

For additional benefits information, please visit the following website:
<https://www.riversideca.gov/human/employee-hub/benefits/about-1>

■ Application Process

The final filing date is Monday, Monday, January 29, 2024.

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/riverside-deputy-fin-dir/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

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 panel interviews. Extensive reference and background checks will be completed on the selected candidate.