



Director of Finance



THE COMMUNITY

The City of Rialto, known as “The Bridge to Progress” city, is in San Bernardino County and is home to a highly diverse community of over 100,000 residents. Conveniently located close to some of the State’s majestic snow-capped mountains, tranquil deserts, and pristine beaches, Rialto offers unique recreational opportunities for every lifestyle. Whatever the recreational or artistic pursuits, they can be found close at hand and include skiing in Big Bear, golfing in Palm Springs, shopping on Rodeo Drive, surfing at Malibu, visiting Disneyland, the Music Center, the California Speedway, Hollywood, historic mission sites, or the National Orange Show. Striving to become a leader in sustainability, the City has strategically focused on striking a balance between visitors, businesses, and residents.

Rialto is a growing and thriving community with a strong economic engine served by two interstates, a large regional railroad terminal, a Metrolink line and station, and multiple OmniTrans bus routes. Home to several major regional distribution centers: Amazon, Medline, Niagara, Monster Energy, Staples, Under Armour, Target, and Pyro Spectaculars (one of the United States’ largest fireworks companies), Rialto continues to expand not only its industrial base, but also its residential and commercial base. Embracing the concept of family, prosperity, and a commitment to a better way of living, Rialto is emerging as one of several cities in the Inland Empire that is thriving due to a rich culture and an exceptional, friendly business environment as well as a commitment to quality education and unmatched hospitality. In addition to its forward-thinking philosophy and drive, Rialto cherishes its history, diversity, and natural environment to further provide the community with a high level of quality living.

GOVERNANCE

The City of Rialto was incorporated in 1911 as a general law city and operates under a Council/City Manager form of government. The Mayor and four Council Members govern Rialto based upon a common priority of ensuring continued enhancement of quality of life for its residents and visitors. They are each elected at large to four-year staggered terms. The Mayor and Council serve as the legislative body primarily responsible for the overall policies and legislative direction of the City. The Mayor and Council appoints the City Manager and City Attorney. The City Clerk and Treasurer are elected by the voters.

Rialto is a full-service city with an adopted Fiscal Year 2024 budget of \$129.2 million. Rialto relies on a workforce of 473 full-time and 135 part-time employees who provide a full array of municipal services

through the following Departments: Police, Fire, Maintenance & Facilities, Community Services (Parks & Recreation), Finance, Community Development (i.e., Development Services: Planning, Building, and Economic Development), Engineering Services, Public Utilities (Water and Wastewater), Human Resources & Risk Management, Information Technology, and Management Services.

To learn more about the City of Rialto, go to:
<https://www.yourrialto.com/>

THE POSITION

The Director of Finance, reporting to the Assistant City Manager, provides the highest level of administrative leadership in the Finance Department, and assumes the pivotal role of Chief Financial Officer of the City. The incumbent will plan, direct, manage and oversee the activities and operations of the Department, which include general ledger, budget, AP, purchasing and payroll. In addition to strong technical skills, this position will require effective leadership including planning, organizing, and providing staff direction, mentoring and oversight for this vital City function. The Director of Finance will foster collaborative and cohesive working relationships with other City department heads as well as the City Council.

Key Functions include but are not limited to the following:

- Assumes full management responsibility for all services and activities of the Finance Department including, among other things, general accounting, budgeting, payroll, debt administration, and revenue collection. Provides for other fiscal management and support within the areas of revenue forecasting, funds management, investment, fees and user charges, fixed assets inventory, grants administration, and long-term fiscal strategic planning.
- Acts as the City’s Chief Financial Officer, providing financial management, oversight, monitoring and reporting of the City’s complex financial resources.
- Prepares the City budget for the City Manager’s review and evaluation and Council adoption.
- Develops and administers the Finance Department’s budget.
- Oversees, administers and coordinates financial reporting, internal audit functions, and the annual external audit process; ensures the timely delivery of financial documents and information; ensures all activities comply with general accounting and auditing standards. Analyzes revenue-generating and cost-reduction proposals for capital and operating programs; prepares revenue and cost projections.

- Oversees the functions of the Purchasing Division services in partnership with the Purchasing Manager who manages the City's procurement program, working with vendors and employees on adherence to the City's rules and procedures.
- Formulates and implements policies, procedures and systems pertaining to financial record keeping, controls and reporting; directs the design and implementation of automated financial accounting systems; organizes and administers effective accounts receivable and payable reporting and collection procedures.
- Represents the City to other departments; coordinates City activities with those of other cities, counties, outside agencies and organizations. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and municipal program management and administration.
- Provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties and responsibilities as required.

IDEAL CANDIDATE

The ideal candidate will be a strategic, politically astute, team-player and working manager with a record of professional accomplishments that demonstrates the ability to effectively lead in a diverse public organization. A proven record as an effective and collaborative leader—possessing confidence, excellent communication and interpersonal skills, strong technical and business acumen, and sound fiscal management skills are essential. The Director of Finance position requires a strong, visionary leader committed to quality improvement, customer service, staff engagement and inclusiveness, and performance management. The qualified candidate has demonstrated resiliency and experience working with a passionate and involved City Council. The successful candidate will be a strategic leader and planner who can work with City Council, other department heads, staff, and outside stakeholders and City partners to continue the City's effective, stable and successful financial path as well as assist the entire agency achieve the City's economic growth aspirations, and improve the quality of life for all City residents.



The successful candidate shall have expertise in finance, accounting, audit, and budget management, as well as public sector administration. In addition to being able to hit the ground running and know how to lead a cutting-edge finance department, the incumbent will exhibit excellent interpersonal abilities that are necessary to build and maintain solid relationships with elected officials, regional and national business partners, surrounding cities, governmental agencies, other department heads, staff, and the community through open and respectful dialogue. Experience with ERP implementations is a plus.

Key Attributes and Characteristics

- A strong leader who shares the vision of the Council, City Manager, Assistant City Manager and community, and who can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity; someone who can think outside the box and continue moving the city in a positive direction.
- A professional who upholds the values of the City of Rialto while building positive employee working relations and respecting the richness of cultures and diversity.
- A friendly, approachable leader who is actively engaged in the community to ensure quality customer service.
- A communicative leader with the highest integrity, character, and ethics.
- A manager who values and openly demonstrates an appreciation for and connection with staff and has the ability to maintain and build trust and actively listen.
- A leader who combines strong technical skills with being a change agent that can help bring the essential functions of the Finance Department to the next level.
- A leader who keeps their eye on departmental and City goals, but also highly values, respects and develops their staff.
- The incumbent will know how to keep the day-to-day together but keep a strong focus on the big picture and understand how all of the moving parts of the organization and its goals fit together.
- An insightful professional with a keen eye toward developing and maintaining relationships across the Agency and who is an adept communicator.
- Someone who is able to explain complex financial concepts to non-finance professionals and staff.
- Our City is on the cusp of major positive change. We seek a Director of Finance who embraces that challenge.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is July 8, 2024.

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/rialto-dir-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:



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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 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.

QUALIFICATIONS

Experience: Six years progressively responsible financial management experience in municipal government including three years at a management or program supervisory level.

Training: Bachelor's degree from an accredited college or university with major course work in public finance, accounting, public, business administration or a related field.

Licenses and Certifications: Professional certification such as a Certified Public Accountant (CPA) is not required, but preferred. Possession of a State of California driver's license.

SALARY AND BENEFITS

The Salary for the Director of Finance position is **\$174,408-\$233,724**. There is a 7.5% incentive for incumbents with a Master's degree. Also, the City anticipates a 5% COLA increase to be effective July 1, 2024.

In addition to a competitive salary, the City offers an attractive compensation and benefit package that includes:

- **Retirement** - Participation in the California Public Employees' Retirement System (CalPERS). Classic Member 2.7% at 55; New member 2% at 62. Candidates should be aware that the City does not participate in Social Security except for the Medicare portion (1.45%).
- **Medical / Dental** - 100% City-paid for employees and eligible dependents or opt out provision of \$1,100 per month
- **Deferred Compensation** - City contribution of \$750.00 per month
- **City Paid Premiums** towards Life Insurance/ AD&D and Long Term Disability
- **Educational Incentive** - 7.5% for Master of Arts or Science degree Tuition Reimbursement - \$2,500 per fiscal year
- **Administrative Leave** - 140 hours per fiscal year
- **Vacation** - 240 hours per year
- **Sick Leave** - 120 hours per year Holidays - 13 per year

