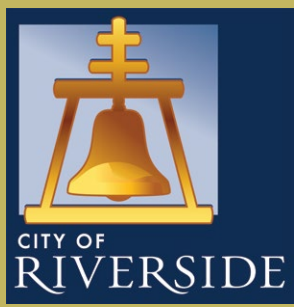


Deputy Finance Director



Second Position Now Open

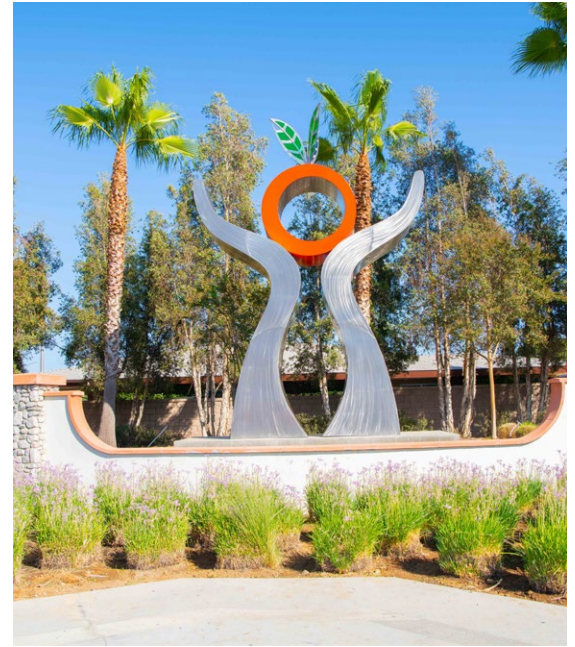


The City Of Riverside

The City of Riverside has a rich history dating back to its incorporation in 1883. From its earliest days, the city has thrived under the guidance of forward-thinking founders and successive leaders. Evident within the community is an innovative and artistic spirit that permeates the culture of its residents. Today, Riverside is a leading Southern California city offering a blend of hometown charm, history, and hospitality combined with vision, energy, culture, and diversity. With a population exceeding 318,000 residents, Riverside proudly holds the title of the 12th largest city in California and the 6th largest in Southern California, serving as the economic powerhouse of one of the fastest growing regions in the United States.

Riverside boasts an exceptional quality of life and sense of place making it a desirable place to live. Riverside's warm climate, including 281 days of sunshine annually, makes it easy to enjoy the outdoors year-round. Spanning 82-square miles, Riverside offers stunning mountain vistas, iconic natural forms - the wild Santa Ana River, Mount Rubidoux and Sycamore Canyon – along with award winning schools, top ranked universities and colleges, stunning architecture, and a dynamic art scene, creating an inviting tapestry for residents and visitors alike.

Riverside's economy thrives due to a variety of high performing industries including a growing base of clean- and green-tech, health and biotech, manufacturing and aerospace, arts and entertainment and information/general tech. As an important financial and professional center, Riverside offers the support of numerous legal, accounting, brokerage, architectural and engineering firms, as well as banking institutions. It's no wonder the city was rated in the top 50 best areas in the U.S. for Starting a Business by Inc. Magazine. Notably, Riverside excels in several key categories: #14 in net business creation and #16 in both job creation and wage growth.



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 \$1.3 billion and more than 2,700 employees, the City provides services to more than 318,000 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! Its achievements reflect Riverside's commitment to fostering a vibrant, inclusive, and forward-thinking community, making it an ideal place for talented professionals to thrive. Riverside was named #68 for Happiest Cities in America (2024) and received the highest possible score of 100 in the nationwide Municipal Equality Index for non-discrimination laws and inclusion in municipal law, policy, and services; 14th in Safest Metro Cities in America; #103 in the World for Economic Performance by the Brookings Institute; and Top 25 City for Business by Executive Outlook Magazine, just to name a few. Visit <https://riversideca.gov/> awards to view Riverside's numerous awards, including those of the Finance Department, demonstrating our commitment to financial transparency and accountability. Riverside is also home to prestigious educational institutions, historic landmarks, the renowned Cheech museum, and breathtaking parks and landscapes, making it the perfect place to live, work, and play.

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
- » Develop sound financial strategies for business decisions
- » Provide the financial and accounting resources necessary to support goals and operations of City departments
- » Actively support the local business economy

The Finance Department is comprised of approximately seventy-seven 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 key priorities for City leadership.



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, Budget, Business Tax, Debt & Treasury, Purchasing, and Risk Management Divisions.*

The Position

The City of Riverside's two Deputy Finance Director positions report to the Finance Director and are essential for ensuring comprehensive financial oversight and operational excellence. Riverside is currently seeking a highly qualified candidate for the second Deputy Finance Director position, which will oversee and manage the department's strategic planning and analysis functions. This role focuses on risk mitigation, sound financial planning, analysis and decision-making, timely and transparent financial reporting, and revenue optimization. This position works closely with executive leadership to drive financial sustainability and optimize long-term fiscal outcomes.

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 operating budget in excess of \$1.3 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 various 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.
- » Provide financial expertise and guidance to City department managers, collaborating with cross-functional teams to conduct cost-benefit analysis, return on investment evaluations, and financial feasibility assessments for proposed projects, initiatives, and potential revenue-generating opportunities across the City.
- » Develop and maintain long-term financial plans for the City's major funds; assess the impact of proposed financial strategies on the long-term fiscal health of individual funds; and assess compliance with applicable financial planning and reserve policies.
- » Monitor the regional economic landscape and variables influencing City finances and strategic planning, encompassing market conditions relevant to debt issuance, effects on City revenue trends, and related considerations.
- » Support the Finance Department's risk manager to 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.
- » Assist in the development, implementation, and reporting on Finance Department 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 with a strategic mindset who enjoys challenges and creative solutions and has a mentorship approach to managing employees. This Deputy Finance Director will be expected to provide strength and oversight in the areas of risk, budget, debt, and investments, as well as supporting a transparent organizational culture. Effective communication and interpersonal skills are 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 forward-thinking leader with a solid track record in strategic planning, financial analysis, and risk management, while still having a hands-on and team-oriented collegial work style. The successful candidate will enjoy assisting in staff development and mentorship, and effectively managing resources and workloads. The successful candidate will have the ability to create a workplace of mutual trust and respect in a close-knit working environment.

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 salary range is \$142,498 - \$190,851 with a performance-based merit range from \$190,851 – \$219,477.

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 8.25%. 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 , \$1,178 for 2-party if enrolled in HMO, and \$1,287 for 2-party if enrolled in PPO.
- » **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 Friday, August 16, 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/deputy-finance-director/>

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

For additional information, please contact:



Frank Rojas
Phone (510) 495-0448
frank_rojas@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 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.

