



CITY OF  
**ONTARIO**

# **Accounting Administrator**





## THE COMMUNITY

The City of Ontario was founded as a “Model Colony” and incorporated on December 10, 1891. Ontario is located approximately 35 miles east of downtown Los Angeles and encompasses nearly 50 square miles. Ontario is one of the 150 largest cities in the United States and is home to more than 14,300 businesses, 119,000 jobs and a population of 181,224. Ontario is ideally situated as a gateway to Southern California and beyond, with direct access to the I-10, I-210, I-15 freeways, Routes 60 and 83, and two major railways. Ontario International Airport (ONT) recently ranked as both the fastest growing airport in the United States and the largest outbound cargo gateway. Today, ONT offers nonstop commercial jet service to 26 major airports in the U.S., Mexico, and Taiwan, including the only transpacific service from a Southern California airport other than LAX.

Over 130 years of continued success and progress has paved the way for Ontario to become the Premier Community of the Inland Empire. The ongoing efforts of revitalization in the downtown, year-round engaging community events, development of the Grand Park in Ontario Ranch, continued support of the business community and job creation, and infrastructure improvements are all part of Ontario’s plan to keep growing and adequately serving the community. The City is improving infrastructure and public-private partnerships to reinvest in the community through a variety of public improvements and lifestyle projects. Ontario’s infrastructure continues to grow and improve. In November 2022, residents voted on the Local Services Measure Q Sales Tax that allows for the potential to fund approximately \$2.6 billion in needed projects. This funding could include improvements to the City’s water

and sewer systems; construction of new park attractions and improvements to existing ones; public safety enhancements; citywide fiber internet services; services for those experiencing homelessness and mental health issues; and infrastructure projects. At the forefront of public service, Ontario is vibrant and evolving. Besides enhancements to community services and commercial developments, Ontario has the progressive leadership to prepare the City for a future of prosperity. Residents, businesses, and visitors alike are all parts of what makes Ontario the Premier Community of the Inland Empire.

## CITY GOVERNANCE

The City provides a full range of services to the community including Police, Fire, Management Services, Community Life & Culture, Community Development, Economic Development, Public Works, and the Ontario Municipal Utilities Company. The City’s team is staffed with approximately 1,500 full-time and 300 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community. The City of Ontario operates under the council-manager form of local government. The five members of the City Council are elected by the citizens as the legislative, policy-making branch of City government; and the City Manager is appointed by the City Council to implement policy and manage day-to-day operations. Beginning in 2024 & 2026, the City Council will be moving to District elections. Every even numbered year, either the Mayor and two Council Members or two Council Members, the City Clerk, and City Treasurer stand for election. The Council Members also sit as the Commissioners of the Ontario Housing Authority. The City Council is committed to maintaining



Ontario’s leadership role in the Inland Empire by continuing to invest in the growth and evolution of the area’s economy while providing a balance of jobs, housing, and educational and recreational opportunities for residents in a safe, well-maintained community. The City continues to invest in public safety and maintains a high level quality of life.

## THE FINANCIAL SERVICES AGENCY

The Financial Services Agency provides support services to the citizens and businesses of Ontario, as well as to City Departments, with financial affairs, budget development, procurement, accounting, payroll, and revenue services. The Agency’s service objective is to direct the financial affairs of the City of Ontario, under the direction provided by the Mayor and City Council through their goals and objectives, in a timely, accurate, cost effective, and efficient manner. Financial Services Agency includes the following divisions: Accounting, Accounts Payable, Business License/Central Cashiering, Budget/Revenue/Grant Management, Accounts Receivable, Investments, Debt Management, Payroll, Purchasing, and Special Districts/Development Impact Fee (DIF) Administration.

## THE POSITION

The Accounting Administrator is a department head position that directs and manages the activities and staff responsible for administering a comprehensive fiscal accounting program, including financial record keeping, auditing, and reporting in compliance with Government Accounting Standards Board (GASB) standards. In addition, may be responsible for overseeing other divisions within the Financial Services Agency. This includes providing highly responsible and complex analysis and evaluation to Executive Management. Key priorities include analysis,

compliance, working with City departments on reporting requirements, and managing various reports that include audits, Annual Comprehensive Financial Reporting (ACFR), Schedule of Expenditures of Federal Awards (SEFA), State Controller and Special District Reports, Measure I report, etc. This position oversees a team of 19 with three direct reports and leads the development and implementation of department goals, objectives, policies, and priorities.

**Additional duties for the Accounting Administrator (Departmental Administrator) includes but are not limited to the following:**

- Directs and controls the activities of the accounting functions including the development of long-range financial plans for the department's programs and operation.
- Coordinates the development and implementation of department goals, objectives, policies, and priorities.
- Analyzes, evaluates, and recommends accounting objectives, programs, organizational structure, operations, and control systems.
- Analyzes and improves financial systems, processes, and procedures in City departments, including internal audits and checks and balances, to ensure compliance and efficiency.
- Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
- Oversees the preparation of financial statements and reports, ensuring compliance with accounting pronouncements and various mandates; provides accurate and timely financial reports, presentations, and recommendations to support strategic decision-making.
- Oversees annual audits of financial statements and actuarial studies.
- Oversees month-end, fiscal year-end, and calendar year-end accounting system processing and reporting; examines related accounting transactions to ensure accuracy.
- Manages the development, revision, interpretation, and maintenance of policy and procedure manuals governing fiscal matters; provides information to City Departments regarding financial policies and procedures.
- Serves as the liaison with other divisions, departments, and outside agencies.
- Attends City Council, executive, and committee meetings regarding accounting and other related subjects; prepares and presents reports.

To view the Departmental Administrator full job description, please click [here](#).

## FIVE TOOL PLAYER

Borrowing from the baseball concept of an ideal player (one who can hit, hit with power, throw, field, and run), the City of Ontario is seeking employees who are strong Leaders, Thinkers, Operators, Communicators, and Public Servants.

- **Leader** – Ethical, Hard-Working, Respectful, Self-Aware
- **Thinker** – Analytical, Creative, Strategic, Vision
- **Operator** – Expert, Mission, Structured, Tactical
- **Communicator** – Clear, Diplomatic, Intuitive, Listener
- **Public Servant** – Dedicated, Empathetic, Involved, Professional

## THE IDEAL CANDIDATE

The ideal candidate is an organized, detail-oriented, experienced, and innovative finance professional who enjoys challenges and creative solutions and has a mentorship approach to managing employees. Additionally, the ideal candidate must have a strong understanding of Governmental Accounting Standard Board Statements and be an expert in financial analysis, implementation, maintenance of accounting systems, process improvements, and public audit. The Accounting Administrator will be expected to support a collaborative and transparent organizational culture. The successful candidate will have strong analytical skills and a background in varied, complex municipal accounting functions. 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 City Council, executive team, and various committees. A manager with a track record of creativity, flexibility, collaboration, and providing guidance to staff in a fast-paced environment, who creates a workplace of mutual trust, respect, and culture of high performance is a must.

### Key Competencies and Characteristics

- A "roll up one's sleeves" type of leader who can foster strong, collaborative working relationships with all levels of City staff.
- The ability to creatively communicate complex financial information to nonfinancial audiences verbally and in writing, using graphics, and simple, practical terms.
- A tactful, respectful, diplomatic, team player, leader, and partnership builder.
- A willingness to leverage effective management and motivation of the Accounting staff to research and recommend financial strategies and develop long-term finance plans; and perform complex financial analysis as required. Stay current on the latest GASB pronouncements.

- A management style that looks for continuous ways to improve processes, utilizes technology to create efficiencies, and a working environment and culture that ensures trust and collaboration.
- Excellent time management, organizational skills, and the ability to adapt to changing priorities.
- Understands the need to develop and mentor employees, cross-train, and succession plan.
- An out of the box, big picture thinker with strong analytical skills and the ability to write clear and concise reports. Should have a sense of urgency and understand the need to meet deadlines.
- 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.

## QUALIFICATION GUIDELINES

- Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration (Accounting/ Finance) or related field.
- Five (5) years of professional administrative or management experience in the development and review of municipal financial statements, and complex financial reports and schedules, as well as performing operational, and/or fiscal analysis.
- Two (2) years of managerial level experience in the direction and coordination of complex projects and programs.



## Desirables

- Master's degree from an accredited college or university in Accounting, Finance, Business Administration (Accounting/Finance) or related field.
- Registration as a Certified Public Accountant (CPA).

## Knowledge Requirements

- Principles, standards, and practices of governmental accounting and finance.
- Governmental and financial reporting practices and procedures.
- Cost accounting and fixed asset accounting principles and practices.
- Applicable federal, state, and local laws, codes, and regulations governing municipal, state, and federal accounting and finance.
- Financial and governmental accounting systems.

## COMPENSATION AND BENEFITS

**The City of Ontario offers an excellent compensation and benefits program. The salary range for the Accounting Administrator is \$143,270.40 - \$190,652.88; placement within this range is dependent upon qualifications and experience.**

Benefits include and are not limited to the following:

### Medical, Dental, Vision

- Medical coverage HMO & PPO plans – City covers up to Kaiser family premium.
- Dental DHMO & DPO and Vision – City paid up to family premium.

### Retirement

- The City of Ontario participates in CalPERS retirement plans.
- The City of Ontario participates in Social Security.

### Additional Benefits

- Optional 9/80 schedule with every other Friday off.
- 13 paid holidays per year.
- Life insurance, flexible spending accounts, health saving accounts.
- \$1,000 annual tuition reimbursement.

The City of Ontario desires to identify, attract, develop, and retain the most talented individuals in order to field an expert and resourceful workforce, capable of delivering Exceptional Customer Service to the Premier Community of the Inland Empire. The City's commitment as an Employer of Choice is to provide:

- High-Quality Facilities & Equipment
- Comprehensive Training & Professional Development Opportunities
- Highly Competitive Total Compensation Package

We invite you to learn more about the City of Ontario by reviewing [The Ontario Plan](#) and the [State of the City](#) to provide you with insight on how this position will play a vital role in making Ontario the Premier Community of the Inland Empire!

### Vision

We strive to be the Premier Community of the Inland Empire.

### Approach to Public Service

Commitment to the Community

Achieving Excellence Through Teamwork

Doing the Right Thing the Right Way

- 192 annual leave hours in the first year.
- 50 management leave hours each year.
- 40 maternity/paternity leave hours.
- Deferred Compensation 401(a) - City contribution of 3% of base salary.
- Voluntary contributions into 457 Deferred Compensation.
- Wireless Stipend: Cell \$70 month and Data \$30 month.
- Auto Allowance \$350 month.
- \$1,000 wellness reimbursement program.

To view the City's benefit plans, please click [here](#).

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, March 14, 2025.**

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/ontario-accounting-administrator/>

Resumes should reflect years and months of positions held.

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

