

**Finance Director/
Assistant Chief
Financial Officer**

The City of Riverside

The City of Riverside has a rich history dating back to its incorporation in 1870. 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 323,000 residents, Riverside proudly holds the title of the 12th largest city in California, serving as an economic powerhouse in one of the fastest growing regions in the United States. Riverside offers stunning mountain vistas and 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, a dynamic art scene, and the iconic Mission Inn and the Mission Inn Festival of lights, 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. New 2025 grand openings included Ohmio, Hyundai Rotem, Stored Power Technology and AI Research Institute, the Aspire affordable housing development, and many others, all with help from Riverside's talented staff.

New projects are underway including the new Police Headquarters, Armory renovation, a Museum Rehab and Expansion, Bobby Bonds Skate Park, renovations at the Riverside Airport, the Riverside Sports Complex & Entertainment District, the Northside Adventure Park, and *Riverside Alive* which includes expansion of our Convention Center, a new downtown parking garage, hotels, and retail. These enhanced parks and public spaces will continue to build and improve the quality of life for all residents and visitors in the years to come.



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 more than \$1.4 billion and more than 2,700 employees, the City provides services to over 323,000 residents.



Accomplishments



Riverside is an award-winning city, and some recent accomplishments include:

- » Rated in the top 50 best areas in the U.S. for “Starting a Business” by Inc. Magazine.
- » Won the 2025 International Economic Development Council Gold Award of Excellence for Innovative Economic Development.
- » Information Technology Department earned the Municipal IT Association of California award for Excellent IT Practices and was ranked the 5th best Digital City nationally by the Center for Digital Government (and #2 in California!).
- » Parks, Recreation and Community Services won the California Park & Recreation Society Award of Excellence for Park Development.
- » Housing and Human Services won a SCAG Award for its Transformative Climate Communities project.
- » **Finance Department** won the National Procurement Institute Achievement of Excellence in Procurement Award and the GFOA Award for Outstanding Achievement in Financial Reporting, just to name a few.

Past community-oriented awards include:

- » National Medal bestowed to Riverside Arts Museum/The Cheech.
- » UC Riverside ranked in the top 1.3% of world universities, #2 in U.S. for social mobility and #2 in the world for Entomology.
- » CARB's LEED Platinum Net Zero campus achieved the Gold Sustainability Award.
- » Riverside Community College ranked in the 50 Best Community Colleges in nation and Top 100 College in U.S. for Hispanics.
- » Cal Baptist University earned the #2 spot for “Most Innovative Schools.”
- » Mission Inn Hotel & Spa ranked best Historic Hotel and Best Public Lights Display by USA Today.
- » and much, much more...

To learn more about the City of Riverside, visit

<https://riversideca.gov/>

Click this link to view the 2025 Year in Review video:

<https://youtu.be/2xwEDCbtTwg>

Core Values video: <https://youtu.be/bZIE2BvVbAE>

The Finance Department

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 administers the financial and treasury affairs of the City of Riverside. The department manages the City's revenues, expenditures, investments, central purchasing, payroll, accounting, budgeting, risk management, 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. City leadership highlights high performance, productivity, customer service, and work-life balance as key priorities.

The Position

The Finance Director/Assistant Chief Financial Officer reports to the Assistant City Manager/Chief Financial Officer and plans, organizes, manages, and directs centralized accounting and financial administration programs, as well as providing administrative direction to centralized services such as accounting, financial reporting, budgeting, fees and charges, payroll and risk management. As a key member of the City's executive management team, the Finance Director/Assistant Chief Financial Officer will provide expert guidance on financial strategy, policy development, and resource allocation. This position may serve as Chief Financial Officer and City Treasurer as required.

Key Responsibilities:

- » **Financial Stewardship:** Lead all finance functions, including accounting, financial reporting, budgeting, user fees and charges, payroll, financial management system, and risk management.
- » **Strategic Planning & Analysis:** Build and lead a robust financial planning and analysis (FP&A) capability to help evaluate business opportunities and quantify risks, enhance financial modeling, and provide timely, insightful analysis for decision-making.
- » **Capital Program Funding:** Implement financing strategies for multimillion-dollar capital improvement plan, including bond issuances and debt management.
- » **Financial Planning:** Drive a budget process that is transparent, inclusive, and accessible to both leadership and operating divisions.
- » **Enterprise Risk Management:** Advance a strategic organization wide approach to identifying, assessing and managing risk.
- » **Council & Stakeholder Engagement:** Present regularly to the Council/Committees, and other stakeholders with clarity, transparency, and impact.

The Ideal Candidate

The ideal candidate is a forward-thinking, people centered executive who brings broad leadership experience beyond finance alone. The Finance Director/Assistant Chief Financial Officer 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 are skills necessary to build and foster positive staff and interdepartmental relationships, as well as providing clear presentations and reports to leadership, various committees, and community groups.

A track record of innovation, process improvement, and cross-departmental collaboration is essential, as the Finance Director/Assistant Chief Financial Officer will lead enterprise-wide initiatives that enhance efficiency, leverage technology, and improve service delivery. The abilities to manage complex projects, balance competing priorities, provide employee mentorship, and maintain composure under pressure are critical.

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 effectively managing resources and workloads. Above all, the ideal candidate will embody the values of integrity, professionalism, and public service, and will foster a workplace culture grounded in mutual respect, trust, and continuous learning.





Professional Attributes:


- » Collaborative Partner – Builds strong working relationships across complex organizations; partners with business units instead of acting as a gatekeeper.
 - » Communicative & Transparent – Skilled in presenting complex financials to diverse audiences; tells the “financial story” with clarity.
 - » Strategic & Pragmatic – Brings financial discipline while offering creative, workable solutions that align with business needs.
 - » Trusted Leader – Confident yet humble, emotionally intelligent, straightforward, operates with integrity.
 - » People Developer – Recognized for building teams, mentoring leaders, and leaving behind stronger organizations.
- Core Competencies
- » Deep knowledge of finance functions including accounting, budget, user fees & charges, debt management, and risk management.
 - » Expertise in leveraging diverse revenue streams to finance large capital programs.
 - » Demonstrated success in capital markets, debt issuance, and complex financing structures.
 - » Hands-on experience with ERP systems and technology-enabled finance modernization
 - » Strong grasp of enterprise-level risk assessment and mitigation.
 - » Proven success in large-scale, complex organizations, local government or public enterprise experience strongly preferred.
 - » Skilled in talent development, succession planning, and motivating large finance teams.
 - » Exceptional communication skills with a track record of council-level engagement.

Candidate Profile:

The ideal candidate will be:

- » An experienced financial executive with large local government or enterprise-level public sector finance expertise, with deep FP&A, public debt and capital market experience.
- » A proven strategic partner to executives, council, committees and stakeholders.
- » A leader of people, able to recruit and develop finance professionals in a competitive talent market.
- » Comfortable navigating the complexity of a large, political, and highly visible organization, while maintaining focus on outcomes and execution.
- » A proven leader who can quickly foster trust and gain credibility, who is collaborative, confident in their expertise, but humble and adaptable.

Education and Experience:

- » Bachelor's Degree from an accredited college or university with major course work in finance, accounting, business administration, economics, or closely related field.
 - » Ten (10) years' progressively responsible administrative and management experience in accounting and financial work.
 - » Five (5) years of executive level experience preferred.
 - » Certified Public Account (CPA) certification highly desired.
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Salary and Benefits



The salary range for this position is \$190,128.00 - \$316,020.00.
 Approximate expected starting salary will be in the midrange, DOQ.
 Additionally, City Council has approved increases of 4% in July 2026 and 4.5% in July 2027.

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

Health & Vision Max City Contribution (family coverage): \$1,751 per month	Dental Max City Contribution (family coverage): \$85 per month
Medical Opt-Out: \$2,000 annual stipend	Life Insurance: 2x annual + AD&D, City Paid
Critical Illness Plan: Optional, Employee Paid	Additional Life Insurance: Optional Enrollment, Employee Paid
LTD (Long Term Disability): Cost = \$.48 for every \$1,000 of salary, up to maximum of \$88.00/per month, Employee Paid	457/401a Deferred Compensation: \$200 / per month City Contribution with a \$25.00 / per month Employee Contribution
125 FSA Plan: Optional Enrollment, Employee Paid	Legal Plan: Optional, Employee Paid
Holidays: 13 per Calendar Year	Vacation Accrual: 200 hours/year
Administrative Leave: 100 hours/Fiscal Year	Sick Leave: 12 days per Calendar Year
Auto Allowance: \$500 per month	Retirement: CalPERS (Varies based on membership status. Classic Misc. is 2.7% @ 55)

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, February 20, 2026.

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-finance-director/>

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



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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.