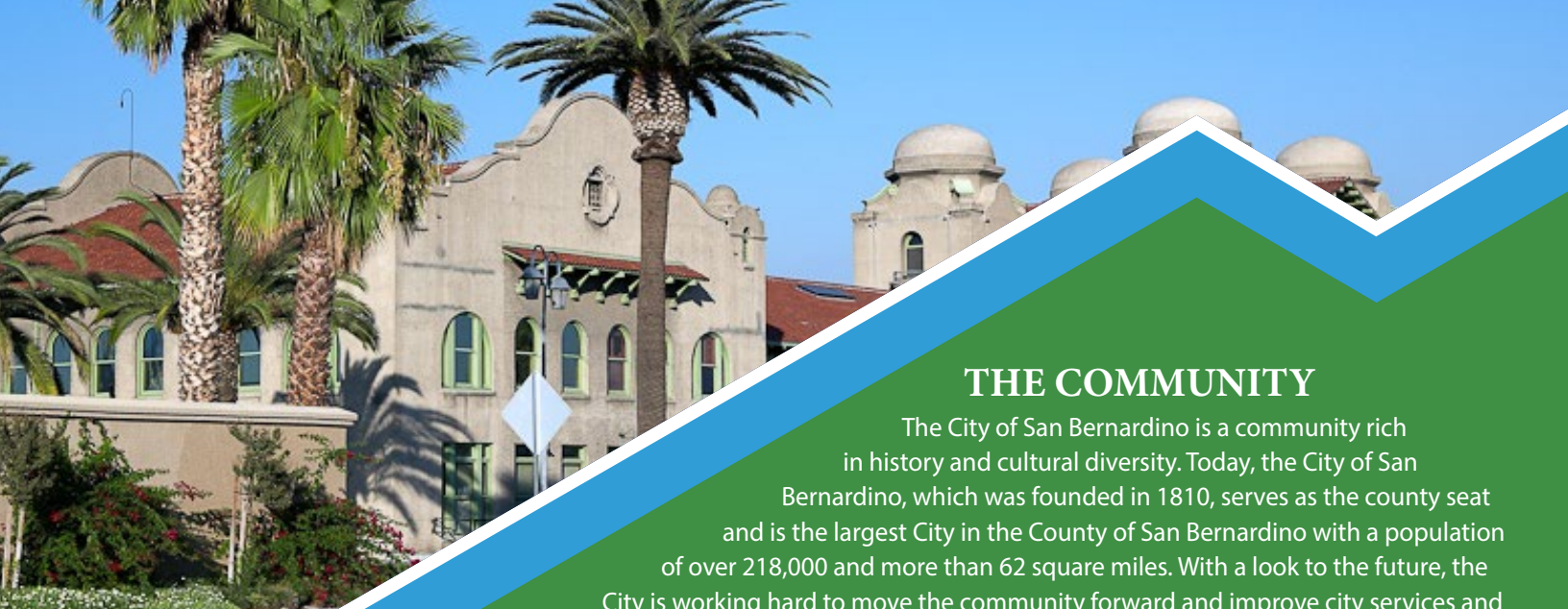


City of  
San Bernardino

# Director of Finance







## THE COMMUNITY

The City of San Bernardino is a community rich in history and cultural diversity. Today, the City of San Bernardino, which was founded in 1810, serves as the county seat and is the largest City in the County of San Bernardino with a population of over 218,000 and more than 62 square miles. With a look to the future, the City is working hard to move the community forward and improve city services and quality of life.

## THE POSITION

The City of San Bernardino is seeking an experienced professional to lead and direct the activities and programs of the Finance department in providing comprehensive City-wide financial and accounting services, including financial analysis and budgeting, accounting, payroll and purchasing services for the City. This position provides expert professional assistance and guidance to management on financing, budgeting, revenue management, accounting, and related matters, and advises the City Manager and the Mayor and City Council on long-term financial planning and policy matters. The Director of Finance provides leadership for a staff of 21 total positions, including four direct reports.

### Key Functions and Priorities

- Provide advice and strategic leadership to the City Manager and the Mayor and City Council and department directors in the development of short and long-term financial plans to meet service delivery and facilities infrastructure development objectives in a manner consistent with the City's financial resources.
- Plan and evaluate the performance of department supervisors and staff and establish requirements and personal development targets to ensure continued high performance.
- Provide coaching and mentoring for employee improvement and development, as required.
- Ensure a high level of customer service through training and modeling behavior aligned with practices that support the City's mission, strategic goals and core values.
- Develop, review, and provide reports of findings, alternatives and recommendations involving a broad range of complex revenue, financial and financial management issues.
- Monitor fiscal status, operations and developments related to finance and funding matters and evaluate their impacts on City operations. Recommend policy and procedural improvements.
- Oversee preparation of the Comprehensive Annual Financial Report; enforce sound internal financial controls; oversee and manage audits conducted by the City's external auditors and other audit agencies; direct the City's purchasing program and services.
- Participate in modernization processes and practical enhancements to improve service deliveries and customer service.





## THE IDEAL CANDIDATE

The ideal candidate will be an innovative, pro-active and collaborative leader; a problem solver with excellent communication and interpersonal skills able to build positive working relationships with all department heads; is solutions-oriented, and has a gift for achieving win-win outcomes. An understanding of the need for public service through transparent management is vitally important as are tactics to make budget information accessible to the community; a proven track record driving new forms of revenue; and knowledge of various funding sources, business licensing, and reserve fund policies. The successful candidate will have expertise in public sector finance with exceptional strength in budget development, policy administration, staff management and team building, and excellent business and political acumen. Experience in a union environment and knowledge of negotiations are a must.



### Key Attributes and Characteristics

- Excellent leadership skills with the ability to inspire confidence; anticipate needs and challenges and make sound and practical decisions.
- Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly.
- Politically astute. Understand political implications while remaining apolitical.
- Know how to be a mentor. Be adaptable and creative and look at situations from all perspectives to assess and improve efficiencies and implement best practices.
- The ability to work with a wide variety of personalities and know how to communicate effectively with different personality types. Be collaborative and a consensus builder.
- Well versed in handling complex finances which include obligations due to past bankruptcy.

## QUALIFICATIONS

- Bachelor's Degree in Finance, Accounting, Business Administration, or a closely related field.
- A Master's Degree is desirable.
- Ten (10) years of progressively responsible finance and accounting experience.
- Five (5) years in a management capacity.
- Knowledge of cost and fixed asset accounting, Generally Accepted Accounting Principals, Governmental Accounting Standards Board, and Government Finance Officers Association standards and requirements.
- Experience in municipal/government accounting.
- License as a Certified Public Accountant is desirable but not required.

### MISSION STATEMENT

*Our mission is to provide quality and cost-effective services to the people of San Bernardino. We will provide excellence in leadership through the allocation of public resources to City programs that are responsive to community priorities and maximize opportunities for economic, educational, and cultural viability.*





## COMPENSATION AND BENEFITS

**The salary range for the Director of Finance is \$168,036 - \$204,240** commensurate with the candidate's experience and qualifications.

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 members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

**Health Insurance** – Monthly City contribution of \$1,125 employee only or \$1,250 employee + family towards Medical, Dental and Vision Care Insurance Plans.

**Leave** – Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year.

- A reimbursement allowance of up to \$50 per month to cover work related employee events.
- After three (3) months of continuous service, you will be granted sick leave at ninety-six (96) hours per year.
- A bank of eighty (80) hours of administrative leave upon hire, up to an additional twenty (20) hours may be granted for a total of one hundred (100) hours per fiscal year.
- After six (6) months of continuous service, eighteen (18) hours of floating holiday time.
- After twelve (12) months of continuous service, you will have a bank of eighty (80) hours of vacation leave.

**Car Allowance** – The City provides a car allowance of \$725 per month

**City issued business cell phone.**

**Life & Accidental Death and Dismemberment Insurance** – The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

**Other** – Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, employee assistance program, and all other benefits which are received by Management/Confidential employees of the City per Memorandum of Understanding.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Friday, November 6, 2020.** 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://executivesearch.cpsshr.us/JobDetail?ID=1695>

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:

**CPS HR**  **CONSULTING**

Frank Rojas  
CPS HR Consulting  
Phone (916) 471-3111  
[frojas@cpsshr.us](mailto:frojas@cpsshr.us)

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. CPS HR Consulting 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.