



Controller



CITY OF
OXNARD
CALIFORNIA



THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the largest and most populous city in the County of Ventura with over 200,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of agriculture, commercial and manufacturing development, tourism, and the U.S. Navy.

Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the clean air and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City Council consists of an elected Mayor holding a two-year term and six council members elected at large for four-year overlapping terms. Also directly elected are the City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney.

Oxnard has adopted a 2030 General Plan that sets out a vision to guide future development in the City which strikes a unique balance between celebrating its agricultural heritage and continuing to accommodate dynamic growth and change.

Oxnard has a current all-funds budget of over \$488.03 million, which includes the General Fund of almost \$140.5 million. The City employs over 1,300 authorized full-time equivalent employees and an additional 500 part-time seasonal and extra-help employees within 14 City departments and City Council.

THE POSITION

Reporting to the Assistant Chief Financial Officer (Assistant CFO), the Controller directs, coordinates and supervises the activities and operations of a wide variety of functions including general accounting, payroll, accounts payable, accounts receivable, and grant accounting; coordinates assigned activities with other functions, City departments/divisions, outside agencies or organizations; provides professional and technical support to the Chief Financial Officer and Assistant Chief Financial Officer, administers internal controls, assists with the budget process, is responsible for preparation of the comprehensive annual financial report (CAFR) and various compliance reports; performs related duties as required.

The Controller is the management level class responsible for administering the internal control system to ensure that financial records are secure, and the information systems are reliable. This class is distinguished from the next lower class of Management Accountant/Auditor by the breadth of activities assigned and the complexity of assignments, including direct supervision of 11-13 professional, technical and clerical positions.





Essential Functions include but are not limited to the following:

- Manage monthly and year-end accounting close processes within the Finance Department, ensuring effective operation of internal controls and quality and timeliness of financial information for external reporting.
- Plan, coordinate and review the work plans for accounting functions and processes including accounts payable, accounts receivable, payroll, grant and general accounting; provides administrative and technical direction to accounting staff.
- Oversee and/or participate in reconciling procedures for cash, general ledger accounts to subsidiaries, clearing accounts, deposits and any others as deemed appropriate.
- Monitor and evaluate the efficiency and effectiveness of service deliverables; recommend appropriate service and staffing levels; manage and participate in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned programs.
- Ensure that work is performed in accordance with Generally Accepted Accounting Principles (GAAP). Review and recommend improvements to accounting, budgeting and reporting procedures; implements new procedures.
- Plan and manage projects such as CAFR preparation and compilation, Single and Annual Audits, and various state and federal reports; develops financial forecast models, prepares periodic financial statements and reports, and monitors cash balances to ensure adequate cash.
- Grant administration and compliance and appropriate reporting oversight and management.
- Direct the preparation of fund balance projection during the year.
- Oversee and participate in the development of the Finance Department budget; participate in the forecast of necessary funds for staffing, materials and supplies.
- Attend and participate in organizational and community meetings as necessary; stay current on issues relative to the field of municipal accounting and financial reporting; respond to and resolve community and organizational inquiries and complaints.
- Correct and address significant audit findings and enforce them; monitor and execute internal controls (policies and procedures).

- Act for the Chief Financial Officer or Assistant Chief Financial Officer as assigned.

THE IDEAL CANDIDATE

The new Controller will be an inspiring leader and mentor, have high energy, and be a collaborative problem solver and team player. Excellent communication and interpersonal skills are necessary to work well with staff and executive management. The successful candidate will be part of a management team that offers support and has a willingness to coach and develop a solid and hardworking accounting staff. The ideal candidate will have strong analytical and accounting skills, past experience managing and motivating employees, and a background in ERP implementation.

This position will require flexibility, patience, and a willingness to exchange and encourage new ideas while building a culture of continuous improvement and high performance, and the ability to build consensus while helping to move the City in an exciting new and prosperous direction. A CPA and work experience with a Big '4' accounting firm are ideal.

Key Attributes and Characteristics

- Provide leadership and inspire support in the City's efforts to encourage workplace values including integrity, respect, teamwork, excellence, transparency, and professionalism.
- Effective in delegating duties that enhance employee growth and achieve departmental goals. Can develop, train, and motivate an effective and high performing team and foster positive morale through positive leadership.
- A patient leader who can exemplify the highest ethical standards and is willing to make difficult decisions based on what is right, and not just the status quo.
- Leads by example – embraces the values of collaboration, staff contribution, teamwork, and excellent customer service. An approachable leader who is willing to listen and able to build trust.
- Understands the need for an appropriate balance between internal controls and organizational efficiencies, and who offers innovative solutions to eliminate bureaucratic obstacles and excess waste.
- Engage and consult with departments to help them meet their goals; able to identify areas of weakness and affect change and process improvements that help move the organization to the next level.

- Proactive in bringing about positive departmental contributions. Anticipates change and puts the necessary policies, procedures, and processes in place to mitigate potential challenges.

QUALIFICATIONS

- Bachelor's degree in accounting, business administration or a closely related field.
- A master's degree is highly desirable.
- A minimum of five (5) years of experience in progressively responsible accounting and financial work.
- Three (3) years of supervisory experience.
- A Certified Public Accountant certificate (CPA) is helpful as is past working experience in the government and/or the public sector.

COMPENSATION AND BENEFITS

The annual salary range for the Controller position is **\$85,434.20 – 147,822.39** annually depending on qualifications.

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New members are required to pay 7% towards the employee contribution. The City does not participate in Social Security.
- Paid Administrative Leave of 40 hours per fiscal year.
- The City provides \$433.33 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents.
- The City contributes \$66.80 monthly towards dental insurance.
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000.
- The City provides a long-term disability coverage plan.
- Paid Annual Leave which accrues at the rate of 6.24 hours bi-weekly or 162.24 hours annually for employees with less than five years of service.
- The City offers a 9/80 schedule with every other Friday off.

- Twelve (12) paid holidays per year.
- Paid Bereavement Leave.
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses.
- A Flexible Spending Plan.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, October 11, 2019. 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://secure.cpshr.us/escandidate/JobDetail?ID=551>

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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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 who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

