The City of Redondo Beach invites applications for:

Assistant Financial Services Director

First Review of Applications on October 7, 2022
Visit www.Redondo.org/jobs to apply now!
THE COMMUNITY:
Located on the choice coastal edge of L.A. County, Redondo Beach has been a preferred destination for over a century. The City’s 67,000 residents and numerous visitors enjoy coastline and beaches rivaling the most beautiful Mediterranean resorts, as well as a Pier and Harbor for strolling, shopping, dining, and boating; and three distinct commercial areas with a variety of restaurants and cafes and a number of annual attractions and recreational events. Redondo Beach offers a mild climate year-round, allowing plenty of opportunity to enjoy abundant natural beauty, recreational options, and cultural enrichment activities.

The City offers 15 parks and 13 parkettes, 2 libraries, 5 community centers, a 1,450-seat performing arts center, and 2 miles of sandy beaches perfect for sun, swimming and surfing. Students in Redondo Beach have access to 12 public schools, which are among the finest distinguished schools in the country. A variety of family events are held year-round throughout the City, with exceptional programming for seniors and children, making Redondo Beach a fun, relaxed, and safe place to live, work and play.

THE ORGANIZATION:
Redondo Beach is a charter city with a Council-Manager form of government. The Mayor is elected at large, and one Council Member is elected from five separate districts. The Mayor and City Council appoint the City Manager as the chief executive officer to guide the City’s day-to-day operations. Redondo Beach is a full-service City with 442 budgeted full-time employees and 253 part-time employees distributed among 14 Departments including: Public Works, Police, Fire, Community Development, Waterfront and Economic Development, Financial Services, Human Resources, Information Technology, Community Services, Library, and the Offices of the City Manager, City Clerk, City Treasurer, and City Attorney. Department Heads work collaboratively as a team and often support interdepartmental goals and objectives. The City’s FY 2022-23 General Fund operating budget is approximately $111 million and with enterprise funds, total budget is $147 million. Additionally, the City has a $90.8 million capital budget. The Assistant Financial Services Director will be an integral member of an organizational team that values openness and honesty, integrity, ethics and accountability; outstanding customer service; teamwork; excellence in fiscal responsibility and environmental responsibility. The City’s executive team works very well together to provide a high level of service to the residents, businesses and visitors of Redondo Beach.

THE DEPARTMENT:
The Financial Services Department provides high quality fiscal and administrative support services to both internal and external customers. The department is responsible for oversight of the annual budget process, preparation of annual financial statements, long term revenue and expenditure projections, and is comprised of the divisions of Administration, Cashiering, Payroll, Business License and Accounts Payable. The department employs a staff of 16 full-time employees. The work of the department is supported by a budget for FY 2022-23 of $3,019,274. The department has an exceptional reputation among residents for its high level of financial transparency and accountability, and has won many awards for the production of the annual budget. The Assistant Financial Services Director reports to the Finance Director, and is considered part of the management team. The Assistant Financial Services Director will need to bring innovation, effectiveness, and experience to the department, as the department works towards digital integration of service across various platforms.

OPPORTUNITIES AND CHALLENGES:
The next Assistant Financial Services Director has the opportunity to oversee several exciting and challenging projects and initiatives including:
• Modernization of the Department’s general service delivery methods and organization/operating structure.
• Providing staff support for transformational projects and programs such as implementation of Employee Self Service, and online business licensing.
• Serve as liaison and provide support to the advisory Budget and Finance Commission.
• To address these challenges and assist with other citywide goals and objectives, the new Assistant Financial Services Director must be quick on their feet and able to respond to the demands of a very dynamic community by being approachable and by valuing community input.

THE IDEAL CANDIDATE:
The ideal candidate is an innovative leader possessing strong critical thinking skills that can effectively serve a large and demanding coastal community. A proven top performer, the successful candidate will be able to optimize the use of organizational resources and also possess strong management skills to successfully manage competing demands and priorities. He/she will display the leadership characteristics necessary to empower and motivate a diverse team with varying skill sets, all while delivering services in an efficient, and quality manner. A competitive candidate will have government fund accounting experience and be an accessible public servant with the proven ability to develop and maintain productive relationships with both internal and external stakeholders, including the City Manager, Assistant City Manager, Public Works Director, City Council, City Boards and Commissions, as well as consultants, event producers, contractors, outside agencies, and public officials. The new Assistant Financial Services Director will have a record of accomplishment that embraces new technology and helps expedite, streamline, and/or enhance service delivery and transparency.

QUALIFICATIONS:
• B.A. or B.S in accounting, finance, business administration, or a closely-related field is required; a Master’s Degree in a relevant field and a Certificate in Public Accounting is highly desirable.
• Five or more years of increasingly responsible financial experience including two years in a supervisory capacity, and two years in governmental accounting is required.
• Relevant experience in some or all of the following related fields is desirable: purchasing, budgeting, business licensing, cost and enterprise accounting, grants accounting and compliance, financial policy development, and working in an Enterprise Resource Planning (ERP) environment.
• The position’s expected competencies are sound decision making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; proven top performance.

COMPENSATION AND BENEFITS:
The City offers a competitive salary and benefits package consisting of the below components:
Base Salary Range up to $124,068 annually, plus an additional 25% of Management Incentive Pay depending upon qualifications
Longevity Pay is available at up to 12% of base salary depending on the individual’s number of years of public agency service; 2% per year beginning with 19th year of service
Retirement Benefits are provided through the California Public Employees Retirement System (CalPERS) at 2% at age 60 for classic PERS members or 2% at age 62 for PEPRA new members
Car Allowance of $250 per month
Cell Phone Allowance of $55 per month
Professional Development Reimbursement of up to $1,500 per year, of which up to $500 is available to utilize for gym membership or other health programs
Generous Annual Time Off including up to 168 hours of vacation leave annually, 12 holidays, 88 hours of administrative leave, and 96 hours of sick leave, along with a 9/80 work schedule
Excellent Cafeteria-Style Medical Benefits include CalPERS medical plans, Delta Dental plans, VSP vision plans, and an available Section 125 flexible spending plan with monthly contributions from the City of up to $1200 per month for individual employee coverage, $1500 per month for employee +1 coverage, and $1850 per month for family coverage.

City-Paid Benefits include basic life insurance with AD&D and access to an employee assistance program. 457 Deferred Compensation Plan available, with a City contribution of 0.5% of hourly rate annually.

Retiree Medical Insurance Contribution and Retirement Health Savings Plan available.

HOW TO APPLY:
To be considered for this exciting career opportunity, please apply online at www.redondo.org/jobs. Applicants will be required to attach a current resume and cover letter to the electronic application.

Please contact Human Resources Technician Natasha Madrid with questions: E-mail: Natasha.Madrid@redondo.org or Phone: (310) 318-0659 extension 2228.

Please apply ASAP. The first application review will take place on October 7, 2022.

Individuals who are deemed most qualified will be invited to participate in the selection process, which may include oral interviews along with other assessment tools. Upon completion of a thorough reference and background check, it is anticipated that the successful candidate will begin work in November/December 2022.