



## Invites your interest for the position of **DIRECTOR OF FINANCE/CITY TREASURER**

The City of Vernon is currently accepting applications for the position of Director of Finance/City Treasurer. This is an exciting and challenging opportunity to join the Executive Leadership Team of a unique and exclusively industrial community. If you are interested in being considered for this opportunity, please apply online at **[www.cityofvernon.org](http://www.cityofvernon.org) by February 25, 2024.**

### **THE COMMUNITY**

The City of Vernon is a dynamic industrial city of 5.2 square miles located about five miles to the southeast of downtown Los Angeles. Founded in 1905 as the first exclusively industrial city in the Southwestern United States, Vernon remains largely industrial with an approximate residential population of 250. The City currently houses more than 1,800 businesses that employ approximately 50,000 people, serving as a vital economic engine for the Southern California region. Vernon offers an environment uniquely friendly to business and is home to many Fortune 500 companies in industries that include food and agriculture, apparel, steel, plastics, logistics and home furnishings. Through the City's implementation of more than 150 good governance reforms, Vernon – the City that has characterized itself as “Exclusively Industrial” for almost 120 years – has firmly established itself as a model city for good governance. Vernon maintains strong philanthropic ties with the neighboring communities where much of its workforce lives, providing significant support for public services through the City's CommUnity Grant Fund for programs in areas such as health care and education.

The City has embarked on aggressive plans for its future as it moves towards increasing its residential population, more balanced land uses, and mitigating industrial impacts in the region. With Vernon's proximity to downtown Los Angeles and major regional and worldwide economic markets and industries, unique opportunities exist in the community to address regional housing shortages while establishing itself as an ideal place to both live and work.

### **THE ORGANIZATION**

The five members of the Vernon City Council are elected at large, on a non-partisan basis, for five-year staggered terms and no person may serve more than two full terms of office. The Mayor and Mayor Pro Tem positions are rotated annually among Council Members in order of election. The City's total projected budget for FY 2023-24 is a little over \$369 million (including Utility Enterprise Funds). The General Fund budget is approximately \$80 million.

The City employs a little over 230 employees to staff the following departments: City Administration, the Office of the City Attorney, Office of the City Clerk, Human Resources Department, Police Department, Finance Department, Public Works Department, Public Utilities Department and Public Health and Environmental Control Department. Established by city ordinance in 1907, Vernon is one of four cities in California with a

## THE ORGANIZATION, continued

a local Health Department. Vernon Public Utilities is a three-time National APPA Diamond level RP3 Award-winning utility and provides reliable and low-cost Electricity, Fiber Optic Internet Service, Natural Gas (transmission & distribution), and Water. Uniquely service-oriented, Vernon is the only California city that operates its own local Health Department, and Public Utility providing electric, natural gas, water, and fiber optic internet services.

## THE FINANCE/TREASURY DEPARTMENT

The Finance/Treasury Department develops fiscal policies that ensures a financially strong and effective city government. It implements financial policies and procedures that are consistently monitored and reviewed to maintain the financial integrity of the City and its related agencies. It is responsible for the overall financial management of the City and ensures that generally accepted accounting standards are followed and appropriate internal controls are in place to safeguard City assets, mitigate financial risks, and optimize assets and investments.

Some of the key responsibilities include: providing timely and relevant information to City leaders and executives to enhance decision-making and promote the long-term financial well-being of the City; obtaining or producing relevant operating revenue-performance and economic forecasts to support the decision-making process; administering record-keeping methodologies and reporting systems that will ensure compliance with GAAP, federal and state mandates, disclosure rules and contractual and legal requirements; and providing overall financial management of the City.

The department oversees the treasury function, as well as:

- Accounts Payable
- Accounts Receivable / Collection
- Annual Audited Financial Statements
- Annual City Budgets
- Capital Asset Management
- Cash and Investment Management
- General Ledger
- Grant Accounting
- Licenses & Permits
- Purchasing
- Risk Management
- Payroll

The Department is currently staffed with 12 full-time positions.

## THE POSITION

The Director of Finance/City Treasurer serves as the City's Chief Financial Officer and is responsible for performing complex management and technical duties, with responsibility for maintaining fiscal stability and safeguarding the assets of the City, providing financial advice to the City Administrator and City Council, and assuring that financial activities are in compliance with state and federal regulations, and City policies. The Director of Finance/City Treasurer provides leadership and direction over the activities of staff members of the Finance/Treasury Department and is considered a critical member of the Executive Team that has been assembled





## THE POSITION, continued

to position Vernon for success as it evolves as a city by growing its residential population, diversifying its land uses, mitigating local environmental impacts, and transitioning its business base from heavy industrial/manufacturing to clean, green commerce such as data centers and green hydrogen production for clean transportation fuels; all while maintaining a positive fiscal outlook.

## ESSENTIAL JOB FUNCTIONS

- Manage the Finance Department through effective planning and fiscal management; provide leadership, direction and guidance in financial strategies and priorities; evaluate and analyze financial data, and recommend and implement solutions; assure the financial activities and procedures are in compliance with all laws, policies, regulations, and accounting standards.
- Serve as principal financial advisor to the City Council and City Administrator; provide leadership, direction, and guidance to achieve the City goals of fiscal well-being and integrity; interpret concerns, define desired results, develop solutions, communicate status of financial issues, interpret and explain policies and regulations, and assure the efficient delivery of high quality financial services.
- Monitor Finance Department operations and internal financial controls; assure the quality of the financial activities, services, and work products; prepare and review statistical analyses to evaluate trends and financial status; develop revenue and expenditure forecasts, and recommend budget adjustments.
- Direct, lead, and motivate the Finance staff; plan, prioritize, and assign tasks and projects; monitor work, develop skills, and evaluate performance; meet with team to discuss and resolve workload, special projects, quality standards, customer services, and technical issues; review work, verify the accuracy of financial records, identify corrective actions, and assure required deadlines are met.
- Analyze financial information on City operations, evaluate departments' needs and goals, and recommend financial resources; review and monitor status reports, and recommend appropriate actions; prepare and present financial forecasts and status reports to City Council.
- Analyze the City's financial condition and develop plans to assure financial performance meets goals; coordinate development of City budget; monitor budget, revenue, and expenditure trends.
- Direct financial reporting, preparation of financial statements, and development of the Comprehensive Annual Financial Report (CAFR); oversee the City's banking, cash and debt management, bond rating, and investment activities; interpret laws, rules, regulations, and guidelines for financial procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; monitor and evaluate workload, technical support systems, internal reporting relationships, and inter-agency issues; identify opportunities for improvement, and develop recommendations.



## ESSENTIAL JOB FUNCTIONS, continued

- Coordinate and resolve financial and technical issues with elected officials and outside agencies.

## THE IDEAL CANDIDATE

The ideal candidate is someone who is well versed in all aspects of the field of municipal finance. The City seeks candidates who have broad municipal or similar public agency experience in budgeting, accounting, municipal bonds, debt management, and other public agency financing initiatives. Candidates with experience working in municipal agencies that include public utility services and/or enterprise funds are of particular interest to the City. The City's next Director of Finance/City Treasurer will also have a record of proven success in advancing the use of technology in providing municipal services and implementing pension debt strategies. The City seeks an individual who brings a collaborative and creative perspective to the role and who is committed to a philosophy of ethical, transparent, and customer-centered service delivery. He/She should be a team player who is open and approachable. Furthermore, he/she should be responsive, in a timely manner, to requests from the City Council, City Administrator, Department Heads and the public.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting, Finance, or Business Administration; AND seven years of experience managing public sector financial operations. Master's Degree in Finance or Business Administration is desirable.

## LICENSE AND CERTIFICATION REQUIREMENTS

Possession of a valid State of California driver's license is required. Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation is preferred.

## COMPENSATION

The current monthly salary range for this position is approximately \$17,843 - \$21,688. A 2.5% Cost of Living Adjustment to the salary range will be effective in July 2024. Salary placement within the established salary range depends upon qualifications. In addition, benefits provided include: vacation, holiday, sick, and administrative leave; life insurance; and medical, dental, and vision insurance that are provided in a current aggregate allowance of up to \$2,132.38 per month for family coverage. This position also receives a \$400 per month auto allowance. Pre-tax supplemental insurance plans are offered through AFLAC, Colonial Life, and Mutual of Omaha; there is an option to participate in a Section 125 IRS Plan for reimbursement of dependent care and medical costs; retirement benefits are offered through the California Public Employees Retirement System (CalPERS), with a 2.7% at 55 formula for classic members (classic employees currently pay an 8% employee contribution and a 3% share of the employer contribution) and a 2% at 62 retirement formula for new members (currently new employees pay a 7% contribution); 457 deferred compensation plan available at employee cost; the City does not participate in Social Security; credit union membership also available.

The City has a 4/10 work schedule and there is an option for participation in a Hybrid Work Program that provides both onsite and remote work opportunities.

## SELECTION PROCESS

Completed application packets will be reviewed and those whose qualifications best meet, or exceed, the requirements of the position and appear to best meet the needs of the City will be invited to participate in the selection process. A complete application packet must include a cover letter, resume and completed City of Vernon online application. Resumes are not accepted in lieu of City applications. For a complete job description please visit our website at [www.cityofvernon.org](http://www.cityofvernon.org).

## HOW TO APPLY

For an opportunity to work for an outstanding, dynamic, and progressive City committed to establishing itself as a model for good governance, please visit our website at [www.cityofvernon.org](http://www.cityofvernon.org) and apply online. The City of Vernon is an Equal Opportunity Employer.

**Filing Deadline:** Application materials must be submitted online no later than 11:59 p.m. **February, 25, 2024.**



If you have any questions or would like additional information about this exciting career opportunity, please contact Michael Earl, Director of Human Resources, at (323) 583-8811 ext. 239 or via email at [mearl@cityofvernon.org](mailto:mearl@cityofvernon.org).