



# DIRECTOR OF FINANCE

City of **Glendale, CA**

Recruitment Services Provided By







# The Opportunity

Glendale, strategically positioned among Los Angeles, Hollywood, Burbank, and Pasadena, stands as the fourth-largest city in Los Angeles County. This thriving, diverse community seeks an approachable leader to spearhead its finance department. As Director of Finance, you'll have the opportunity to shape the fiscal future of a dynamic city. This role offers a platform for collaborative leadership in municipal finance, making it an ideal choice for ambitious professionals looking to make an impact in local government.



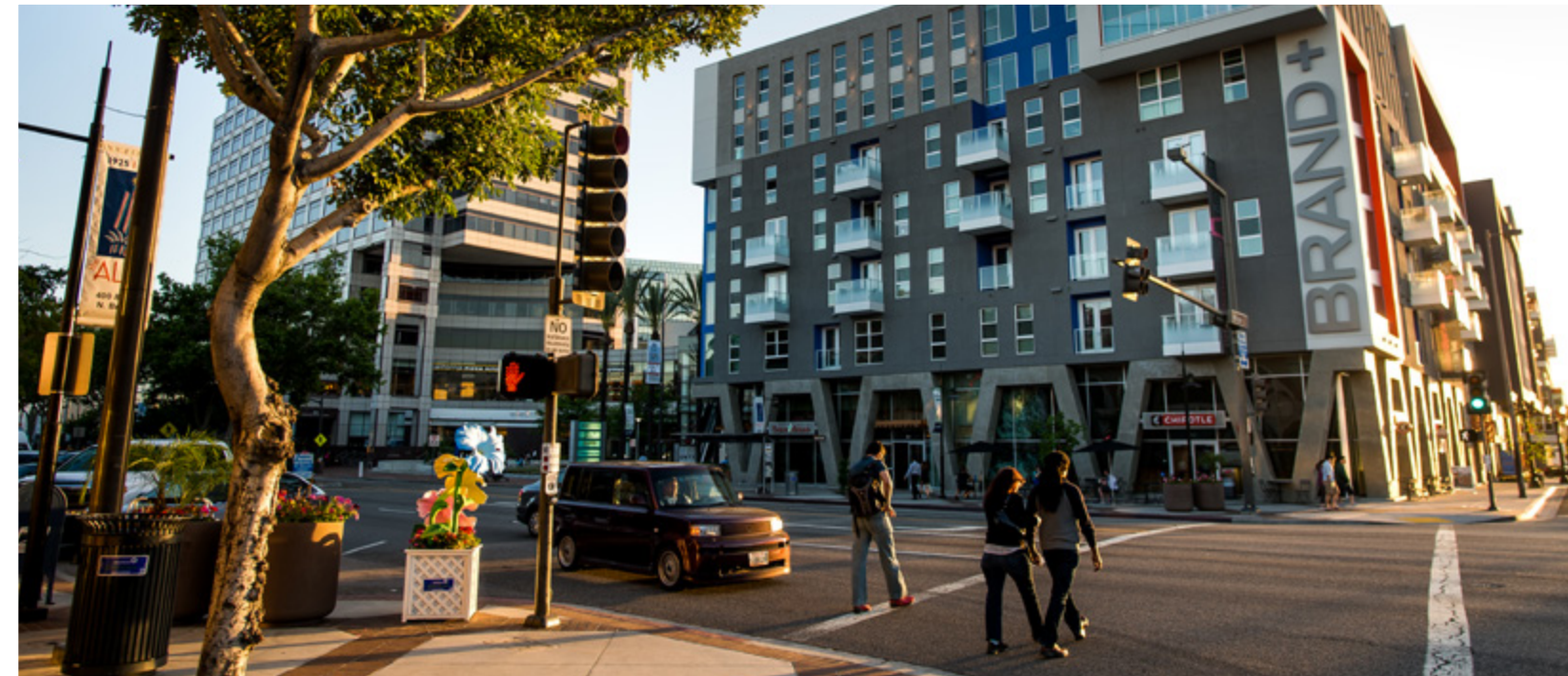
# About Glendale

The City of Glendale was incorporated on February 16, 1906, and spans about 30.6 square miles with a current population of about 203,054. Glendale is proud of its big city amenities complemented by its small-town feel. Given the City's consistent ranking as one of the 10 safest cities in the country, its popularity as an excellent place to live, work, and explore is no surprise.

The City is conveniently located near major freeways, providing easy access to business, recreational, and other locations throughout Southern California. Glendale also offers its own bus service, the Beeline, with 13 routes connecting customers to the City of Burbank, Jet Propulsion Laboratory, and the Metrolink Stations in Glendale and Burbank. Glendale is one of Southern California's leading office markets featuring a wide range of properties and amenities. The City has over six million square feet of office space and is home to such recognized companies as Walt Disney Imagineering, DreamWorks, Public Storage, and LegalZoom.

Adding to its convenient locale, the City is also part-owner of the Hollywood Burbank Airport. With several major airlines in service, the airport offers direct flights to major hubs across the country and the Pacific Rim. In 2016, voters overwhelmingly approved Measure B which supports the construction of a new 355,000-square-foot replacement terminal with 14 passenger gates and other promising modernization efforts. It is the only airport in the greater Los Angeles area with a direct rail connection to downtown Los Angeles.

With three outstanding hospitals, Glendale is also known for its exemplary medical care. The community is known for its superb public educational system with students consistently outscoring the local, state, and national averages. Glendale Community College, one of California's largest two-year colleges, enjoys a state-wide reputation for excellence. Notable four-year colleges and universities are also within a short distance from city limits including CalTech, Occidental College, and ArtCenter College of Design.







## City Government

Glendale is a charter city governed by a City Council/ City Manager form of government. Five Councilmembers are elected at-large and serve 4-year staggered terms. Each year, the Council selects one member to serve as Mayor. Other elected officials include the City Clerk and City Treasurer, while the City Council appoints the City Manager and City Attorney. Glendale is a full-service municipality with its own Police, Fire, and Water & Power Departments. The FY 2024-2025 adopted budget totals \$1.2 billion across all funds, and the General Fund budget is \$325.7 million.

To learn more about the City of Glendale, go to <https://www.glendaleca.gov>



# The Department

The Finance Department provides a key role in every financial transaction of the City. Responsibilities include budget and revenue, purchasing, payroll, accounting, billing and collection, financial applications, and accounts payable. The Department is considered a central support department providing fiscal oversight and control to other City Departments and related agencies. The Finance Department is staffed with 36 full-time employees across the following sections:

**Accounting** - Responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The section prepares and presents the City's financial statements in accordance with Generally Accepted Accounting Principles. In addition, it maintains the general ledger and chart of accounts for the City; records and summarizes the City's financial transactions; reconciles monthly bank statements; maintains the City's fixed assets; manages the City's debt; provides accounting guidance to internal operating departments; and coordinates all external and internal financial audits.

**Accounts Payable** - Processes the City's accounts payable and issues checks to vendors in a manner consistent with City guidelines and other regulations; files annual reports required by regulatory agencies; reviews internal controls and adheres to established payable procedures; and administers the City's Escheatment or Unclaimed Check procedures.

**Billing & Collection** - Responsible for the City's billed receivables inclusive of property damage, DUI (Driving Under the Influence) restitution, project billing for Public Works and Glendale Water and Power departments, and the collection of the City's delinquent accounts. This section also processes cash receipts (e.g. Property Taxes, Sales Taxes, Utility Users Taxes), and coordinates with the City's consultant for the audits of the Utility Users Tax and the Transient Occupancy Tax.

**Budget** - Coordinates the development of an annual budget adopted by the Council. This section is responsible for the preparation of a proposed budget for operating and capital projects, presentation of the budget through a series of City Council study sessions, ongoing analysis of expenditures and revenues throughout the fiscal year, and updating the General Fund forecast and helping create forecasts for all other funds as needed. The section also monitors the City's major revenue sources, such as Property Taxes, Sales Taxes and Utility User Taxes, assists City staff in revenue forecasting and analysis, and periodically updates the Citywide Fee Schedule.

**Financial Applications** - Administers and supports the City's Enterprise Resource Planning System, which includes the Financial (e.g. Budget, General Ledger, Purchasing, Accounts Payable), Human Resources, and Payroll modules. The section is also responsible for system security, workflow automation and design, custom reporting, and integration with other City systems.

**Payroll** - Processes the City's employee payroll; files monthly and annual reports with taxing authorities and regulatory agencies; coordinates employee benefit coverage and reporting with the Human Resources Department; and processes payments for insurance benefits and withheld taxes.

**Purchasing** - Ensures that goods and services are obtained by using the best purchasing practices and meets all mandated Federal, State, and local ordinances while providing for a uniform, timely, and economical means of procurement. The section establishes a transparent procurement process that promotes competitive bidding to increase overall vendor participation.







# The Position

Reporting directly to the City Manager, this executive position performs the professional and administrative functions of planning, directing, managing and coordinating the activities of the Finance Department, including centralized financial services, financial information systems, reporting, budget development and management, debt management, and policy development and recommendations. Key responsibilities are to:

- Ensure finance services are provided with exceptional customer service and the highest level of ethical standards.
- Communicate a vision and provide leadership to employees. Champion the values of the organization through example.
- Direct, plan, organize, and administer the operations of the Finance Department.
- Supervise the preparation of the preliminary and final budget, including reviewing proposed departmental budget estimates, the Annual Comprehensive Financial Report, single audit, and other reports as needed.
- Perform long range financial planning functions including projection of revenues and expenditures.
- Participate and review the cost of services analysis performed by Glendale Water & Power, Public Works, and other departments as needed.
- Conduct and oversee the citywide user fee study and update the citywide fee schedule annually.

- Implement and provide recommendations on internal controls to promote operational effectiveness, efficiency, safeguarding of City assets, and compliance with applicable professional standards, laws, and regulations.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Identify opportunities for improvement and implement recommendations.
- Work closely with the Workers' Compensation and Safety Sections in an advisory capacity regarding the actuarial analyses studies and corresponding rate analysis.
- Collaborate with the City Treasurer in the review of the City's investment portfolio and other financial related matters such as debt issuance and pension funding.
- Review existing and proposed ordinances, statutes, resolutions, and other documents affecting City revenues and expenditures. Confer with the City Attorney's Office on Federal, State, and local regulations relating to finance to ensure compliance.
- Participate in labor contract negotiations, providing sound financial advice and direct costing of contract proposals.
- Select, develop, and supervise principal subordinates and direct the selection, placement, training, development, and supervision of other employees.



# Challenges & Opportunities

The next Director of Finance for the City of Glendale will have the opportunity to address some meaningful challenges, but will largely be leading a well-established and capable team and the necessary systems to support it. Research and analysis may be needed in future years to support a revenue measure or debt instrument, as well as an interest in revising the City's procurement system with a focus on more equitable outcomes.







## Ideal Candidate

The ideal candidate for the position of Director of Finance will possess certain traits and experiences that will lead to success:

- As in most executive roles, the need for people skills outweighs the need for technical prowess. The next Director of Finance should be an authentic and accessible leader who is highly communicative inside and outside of the organization. An employee-focused leader will quickly gain respect and success in Glendale.
- A breadth of finance experience, gained in large and complex public agencies, is highly desired. Specific experience related to cost allocation models, revenue generation, and debt instruments is sought.
- The City of Glendale is a full-service city with its own electric utility. The utility has a strong finance team; therefore, the next Director should be fluent in rate setting and other issues unique to utilities.
- The next Director should be a confident communicator, able to quickly gain voice and trust in all settings.
- Collaboration and teamwork are valued in all workplaces, and Glendale is no exception. The ideal candidate will seek to help others to be successful in the Finance Department and across the entire organization.



# Qualifications

A combination of education and experience that demonstrates the necessary knowledge, skills, and abilities will be considered qualifying for this position. The following is a typical way to qualify:

**Education:** A Bachelor's Degree with a specialization in accounting, business, or a closely related field. A Master's Degree in a related field is highly desirable.

**Experience:** Eight years of progressive municipal finance experience, including at least three years in a management role involving policy-making and supervision of both management and professional staff. Experience in Long Range Financial Planning is desirable.

**Licensure:** Certified Public Accountant (CPA), Certified Public Finance Administrator (CPFA), Certified Internal Auditor (CIA), or Certified Public Finance Officer (CPFO) is desirable.







# Salary & Benefits

The City of Glendale provides a competitive compensation and benefits package. The salary for this role is **up to \$244,992**, with specific placement within this range dependent on qualifications and experience. Key elements of the City's benefits program include:

**HIRING BONUS:** The City of Glendale is offering a **\$10,000** hiring bonus to the selected candidate.

**CalPERS Retirement:** 2.0% @ 55 for Classic PERS member employees. 2.0% @ 62 for new PERS members. The employee pays the entire PERS employee contribution of 7% ("classic" members with 2.0% @ 55 formula) or 7.5% (PEPRA members with 2.0% @ 62 formula), plus 1.75% of the employer's contribution (1.50% for PEPRA). Level 4 Survivor benefits.

**Insurance:**

- **Medical** - The City offers medical coverage through Anthem Blue Cross as well as Anthem California Care HMO and Kaiser Permanente plans.
- **Dental** - Three different dental plans are available.
- **Vision** - The City provides the Vision Service Plan (VSP) for employees and their eligible dependents at no cost to the employee.
- **Long-Term Disability** - City provided; replaces 66.67% of monthly income up to a \$15,000 monthly maximum less deductible income.
- **Term Life** - City provided term life insurance equal to 133% of annual base salary, up to a maximum of \$500,000.

**Leave:**

- **Vacation** - Accrual rate based on years of service ranging from 6.667 hours per month to 13.33 hours per month. Credit for previous years of service may be considered.
- **Holidays** - 124 hours per year (11 City designated holidays plus 25 hours of floating).
- **Executive Leave** - 100 hours per year.
- **Sick Leave** - 96 hours per year.

**Deferred Compensation:** Voluntary 457 deferred compensation and 401(a) defined contribution plans available.

**9/80 Work Schedule:** Upon successful completion of the annual probation period, employees may be granted the option to telecommute one day per pay period, subject to approval by the City Manager.

**Auto Allowance:** \$490 monthly.

**Cell Phone Stipend:** \$100 monthly.

**Physical Fitness/Professional Development Plan:** \$450 per year.

**Relocation Expenses:** The City is willing to provide a negotiated amount of relocation expenses to the selected candidate.

**Additional Benefits:** Retiree health savings plan (RHSP) after 5 years of full-time service, Employee Assistance Program (EAP), Flexible Spending Account (FSA), and tuition reimbursement.



# Application & Selection Process

**Apply Immediately** - Applications will close once a strong pool of candidates is established. Interested candidates are encouraged to submit a cover letter and résumé online.

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100.

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100.

*The City of Glendale is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.*

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