



FINANCE DIRECTOR

City of Downey, California

Recruitment Services Provided By



The Opportunity

The City of Downey, California provides a talented finance professional with the opportunity to lead a critical division of a city with a strong history of stability and municipal success. Downey's rich cultural significance is sourced from its healthy commercial districts and vibrant neighborhoods. Citizens and staff are proud to call Downey home.

A large, colorful sculpture of the word "DOWNEY" is set on a green lawn covered with small purple flowers. The letters are in various colors: 'D' is blue, 'O' is orange, 'W' is red, 'N' is orange, 'E' is yellow, and 'Y' is blue. In the background, a large, mature tree with thick branches and purple blossoms stands prominently. To the right, a modern, single-story building with large windows is visible. The sky is clear and blue, and the overall scene is bright and sunny.

About Downey, California

The City of Downey is a dynamic and diverse community located in the heart of Los Angeles County. Situated only ten miles from the stunning Pacific Coast and 12 miles from downtown Los Angeles, Downey is home to 33,433 households accommodating a population of 113,000. The majority (64%) of the community is made up of single-family homes, complemented by multi-family units as the second largest sector at thirty-five percent. The assessed valuation for the city includes 23,384 parcels valued at \$13.5 Million.

Downey residents enjoy nationally recognized schools, numerous well-kept parks, and various amenities, including a regional mall, excellent medical centers, major shopping and business centers, Downey Theater, Downey City Library and the Columbia Memorial Space Center.

Downey strives to continuously improve the quality of life for its residents and that is made easier through a steady stream of healthy retail sales and solid municipal workforce of over 700 employees, (430 FTE) who take pride in keeping Downey safe, beautiful, and efficient.





City Government

Incorporated in 1956, Downey operates under a City Council–City Manager form of government and has a long history of providing excellent municipal services with the support of their Finance Department.

Downey has received the Government Finance Officers Association (GFOA) Distinguished Budget Award for Excellence in Financial Reporting for its Annual Comprehensive Financial Report. They also received the California Society of Municipal Finance Officers (CSMFO) Operation Budget Meritus Award ten years in a row. The awards demonstrate the City Council’s commitment to transparent fiscal responsibility, efficiency, and accountability, while ensuring the budget is accessible to all residents. This is highlighted proudly in the City’s annual Accomplishments Report. The City Council highlights priorities of Fiscal Responsibility, Economic Vibrancy, Efficiency & Adaptability, Quality of Life, Safety, Infrastructure and Public Engagement. They are actualizing their goals through their \$262.4 million budget. In the past year they received significant grants, \$39.8 million focused on parks, water well treatment, investments in mental health, Columbia memorial space center programming, COVID-19 efforts, individual and family assistance, and affordable housing. In addition, they successfully implemented street bonds for over \$30 million while maintaining their AA bond rating.

The City provides a full range of municipal services, including public safety, with 124 sworn police officers and 68 sworn fire personnel and the critical support teams they work with daily to provide fire protection, emergency medical, and police services. In addition, the City provides general administrative services and delivers infrastructure and utilities including streets, parks and recreation, public works, community and economic development, water and wastewater and stormwater services. Also owned and operated by the City are the Downey City Library and the Columbia Memorial Space Center.

The Position

The current Finance Director is retiring after 15 years of successful service. The position will oversee a staff of 16. The Finance division provides management of Downey's financial operations in accordance with established fiscal policies, ranging from payroll, accounting, budgeting, purchasing, business license and utility billing, and various contracts including the Ride Share program. The position develops and implements financial strategies for the City, including budgeting and capital planning, preparation of the City's annual financial report(s), long-range financial forecasting, debt and revenue management, asset liability management, and cash and investment management. The staff in Downey have a history of clean audits and maintaining strong reserves at 35%. Information Technology is managed by a City IT Manager who oversees a successful contract with a private vendor.

The position maintains financial policies and procedures and provides recommendations for changes as needed to comply with GASB regulations for financial reporting and annual auditing.

Some examples of accomplishments from the last year:

- Finance performed bi-weekly payroll with 100% accuracy
- The Finance Department delivered timely monthly financial reports
- Enjoyed a 100% accounts collectible rate
- Managed 56,345 counter transactions
- Processed over 142,681 Utility Bills
- Increased the amount of online billing transactions by 13%, improving staff efficiency

There is an excellent annual report with many helpful City of Downey details available [here](#). You may also want to review the [City of Downey FY 2022-2023 Adopted Budget](#).



Priorities and Opportunities

The next Finance Director will be presented with a number of known priorities and opportunities in which to excel, including:

- The City's ERP vendor has announced that Downey's current platform is approaching end-of-life, prompting a need for a new ERP implementation. The next Finance Director will not only have the opportunity to lead an inclusive implementation, but also evaluate other opportunities to improve or integrate technologies used by the Finance Department.
- The next Director will have the opportunity to hire an Assistant Finance Director, and to cross train staff to provide a stronger bench of talent.
- The City's executive team appreciates the straightforward and streamlined budget process. Led in conjunction with the City Manager's Office, the next Director will have the opportunity to shift the coordination of the budget to the Finance Department.
- The City is in the final stages of selecting a new City Manager and intends to coordinate the selection of its new Finance Director so that the incoming City Manager can be involved in the selection. This also presents an exciting opportunity to be on the ground floor of a new leadership team.





Ideal Candidate

The City is looking for an approachable collaborative leader willing to engage and innovate with department directors throughout the agency. The Finance Director is a strategic partner to the City Manager, City Council, and staff. Downey is excited to have a self-starter join the team with a fresh perspective and proactive style. If you are a take-charge, own the books, type of person, who enjoys leading and working with a dedicated team, Downey is a place for you to thrive.

- The ability to build consensus and unify various elements of the budget will be key. The next Finance Director should be a strong collaborator who can bring people together to work toward the best interests of the City. They should be accessible and work to build genuine relationships across both the staff and the community.
- There are seven collective bargaining agreements so prior experience in a labor-management environment is helpful.
- A strong financial acumen is required for this position matched with the ability to communicate complex financial strategies to diverse audiences.

Qualifications

Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities is qualifying. The following is a typical way to qualify:

Education: A Bachelor's degree from an accredited college or university in public administration, business administration, finance, accounting, or related field. A Master's degree is preferred.

Experience: Five (5) years experience of a progressively responsible nature in public accounting and financial work including significant supervisory experience.





Compensation & Benefits

The successful candidate will receive a highly competitive salary, **up to \$215,000** annually that considers the candidate's qualifications and track record of career success. In addition, the City provides an excellent executive benefits package that includes the following:

- **Retirement:** CalPERS retirement is provided – Classic Second Tier is 2% at 60, and 2% at 62 for new members.
- **Medical Insurance:** The City pays up to \$1,962 for family coverage.
- **Auto Allowance:** \$300 per month
- **Paid Leave:**
 - Vacation – 160 hours per year
 - Holidays – 11 days per year
 - Sick – 96 hours per year
 - Executive Leave – 32 hours per year
- **Wellness:** Comprehensive wellness exam offered on a bi-annual basis.
- **Deferred Compensation:** VOYA Financial Services is available for employees to participate.
- **Life Insurance:** The City of Downey provides group term life insurance for Executive employees in the amount of 100k.
- **Voluntary Benefits:** The City offers additional Life Insurance, and a Section 125 Flexible Spending Account.
- **Work Schedule:** This position works a 9/80 schedule Monday through alternating Fridays.

The Recruitment Process

Apply immediately, this recruitment will close once a suitably strong pool of candidates has been established. This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

Confidential inquiries are recommended to Julie Baca or Greg Nelson at (916) 550-4100 before submission of materials.

Interested candidates should submit a comprehensive résumé and compelling cover letter online at mosaicpublic.com/careers

The City of Downey is an Equal Opportunity Employer.

