



CAREER OPPORTUNITY

City of El Segundo

CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF:

FINANCE MANAGER

350 Main Street, El Segundo, CA 90245, 310-524-2381, hrstaff@elsegundo.org

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.elsegundo.org>

THE COMMUNITY

The City of El Segundo is ideally located on the Santa Monica Bay encompassing over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire and City of Hawthorne east of Aviation Boulevard.

A small group of representatives from Standard Oil Company in the early 20th century was the impetus behind the founding of the City. El Segundo is Spanish for “the second” which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California’s most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation’s most prestigious corporations.



The City’s population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo’s daytime working population exceeds 75,000 with additional visitors staying at the City’s 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, medical, professional sports franchises, financial, and aerospace organizations such as the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home.



Experiencing tremendous economic growth and evolution over the past several years, the City has recently welcomed many new types of diverse business including Top Golf, Space Force, L’Oréal Cosmetics, Belkin International, NantStudios, Beyond Meat, and soon to be home for the Los Angeles Chargers. Throughout the region, El Segundo is known for its pro-business attitude and was recognized by the Los Angeles Economic Development Corporation as the “Most Business-Friendly City in Los Angeles County.”

THE ORGANIZATION

El Segundo is a General Law city that operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The City Manager is appointed by the City Council to serve as the organization’s CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 362 full-time equivalent employees and a total budget of approximately \$160 million.



THE POSITION

The Finance Manager is an at-will position reporting directly to the Chief Financial Officer. Under general direction, this position assists in the development, management, operation and evaluation of fiscal affairs and operations for the City. The Finance Manager provides responsible support to the Chief Financial Officer to accomplish department goals and objectives as well as plans, manages and coordinates staff and activities involved in general accounting, purchasing, payroll, risk management, budget development, audits and related functions. He/she will be responsible for planning, organizing and directing the Citywide budget process. The incumbent will also be responsible for the preparation of financial reporting, including the annual audit and Annual Comprehensive Financial Report. The Department utilizes Eden from Tyler Technologies for both its financial and payroll transactions.



THE IDEAL CANDIDATE

The ideal candidate will be experienced in both accounting and finance in a government setting. He/she will possess a high degree of emotional intelligence and the ability to build effective working relationships with supervisors and managers and department heads. The ideal candidate will be an excellent communicator, very skilled at process improvement and time management with a proven record of bringing projects to completion, and strong leadership to coordinate departmental work and effectively manage and guide the Department towards established goals. This position is well suited for a hands-on candidate who enjoys taking on a wide variety of finance related tasks while working in a small department.



QUALIFICATION GUIDELINES

Education: Equivalent to a Bachelor's degree in Accounting, Business Administration, Economics, Finance or a directly related field. Master's degree in Accounting, Business Administration, Economics, Finance, Public Administration or a directly related field is highly desirable.

Experience: Five (5) years of progressively responsible government accounting experience including two (2) years of management and supervisory experience.

Certification: Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) is desirable.



COMPENSATION AND BENEFITS

The salary for this position is \$10,292 to \$13,615 per month with placement in the range dependent on qualifications. The Finance Manager is a full-time at-will position in the City's Management and Confidential Group (unrepresented employee group) with the following benefits package:

9/80 Work Schedule: Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday.

Retirement: California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2%@60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPRA formula of 2%@62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPRA employees are required to contribute 6.75%.

Social Security & Medicare: The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.

Executive Leave: Executive leave of 56 hours per calendar year. There is no cash value to this leave.

Life Insurance: City paid policy of \$50,000.

Holidays: Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.

Cell Phone Stipend: \$80 per month or City phone provided.

Health Benefits: CalPERS medical, MetLife Dental and VSP plans are offered. A monthly contribution of \$1,650 is provided (\$735 per month for medical and \$915 per month in flex dollars). Flex dollars may be used towards medical premiums, deferred compensation, flexible spending, or dependent care accounts.

Leave Benefits: Vacation Leave is earned at a rate of 3.69 hours per pay period. After reaching the top of the salary range, accrual is based on total time worked in a CalPERS agency. Sick Leave is earned at 8 hours per month.

APPLICATION & SELECTION PROCESS

To apply online and view the complete description of characteristic duties and responsibilities, please visit www.elsegundo.org. This recruitment requires that a cover letter addressing your professional\ financial management experience and resume be uploaded with the application to be considered complete. This recruitment is open on a continuous basis with first review of applications on Friday, May 27, 2022 at 5 p.m. Applicants are encouraged to apply immediately as this recruitment may close at any time. The interview process is tentatively scheduled for Thursday, June 16, 2022.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity Equity and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.



APPLY HERE

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