

DEPUTY DIRECTOR OF FINANCE, ACCOUNTING

City of San José, CA





THE CITY OF SAN JOSÉ

The City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 180 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city, third largest in the State, and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by The Tech Interactive, the San José Museum of Art, and many local galleries and venues. The City is served by 15 of the 32 public school districts in the County, and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the City include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in the United States. More than 40% of the workforce has a bachelor's degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of ten (10) council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. Department heads, including the Director of Finance, are appointed by the City Manager with confirmation by the City Council. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League San José Sharks.

City operations are supported by 6,544 positions and a total budget of \$4.137 billion (for the 2020-2021 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

THE DEPARTMENT

The Finance Department's mission is to manage, protect and report on the City of San José's financial resources to enhance the City's financial condition for residents, businesses and investors. The Finance Department has four core divisions:

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- Accounting
- Debt & Treasury Management
- Purchasing & Risk Management
- Revenue Management

The Finance Department works in partnership with the departments of Human Resources, Information Technology, and Public Works as the Strategic Support City Service Area to effectively develop, manage and safeguard the City's fiscal, physical, technological and human resources to enable and enhance the delivery of City services and projects. The Finance Department has 125 authorized positions.

The Deputy Director of Finance, Accounting reports through the Assistant Director of Finance to the Director of Finance, and is responsible for the Accounting Division's Financial Reporting, Special Accounting, Payroll and Accounts Payable activities. The Deputy Director also supports the Assistant Director of Finance and ensures that all departmental policies, procedures, and programs are carried out efficiently and effectively.

THE POSITION

Under limited direction from the Director of Finance, the Deputy Director of Finance, Accounting ("Deputy Director") is responsible for managing the citywide accounting functions and serves as controller for the City. The position requires independent judgment and initiative in maintaining the City's accounting system by applying generally accepted government accounting principles and methods.

Other responsibilities of the Deputy Director include, but are not limited to: planning, organizing, leading, and controlling the work of staff which are involved in providing services related to financial reporting, disbursements (accounts payable and payroll) and special accounting services (grants accounting and cost allocation plan); developing and implementing the goals, objectives, performance measures, and priorities for assigned programs; monitoring and evaluating the efficiency and effectiveness of service delivery methods; identifying opportunities for improvement and directing the implementation of changes; planning and managing month-end and year-end closing, as well as interim financial reports and final audits for the City; taking a lead role in overseeing the work of finance staff in meeting the year-end financial reporting and audit deadlines; ensuring accuracy and timely submittal of regulatory reporting for Federal, State, and other agencies, including the Comprehensive Annual Financial Report; coordinating activities with other City departments and outside agencies, and negotiating and resolving sensitive issues. This work is accomplished through the management and oversight of three (3) direct reports and 33 indirect reports.

THE IDEAL CANDIDATE

The City of San José is seeking a Deputy Director who possesses a deep understanding of municipal finance, especially in the area of governmental accounting. This person is adept at financial forecasting and planning, and has the analytical ability to review financial reports and documents and instantly notice if they are complete and correct. The Deputy Director establishes accounting and financial reporting standards for the Finance Department and the City as a whole. Successful candidates will be adept at balancing a multitude of priorities simultaneously and exhibit a passion for high performance. The Deputy Director must be skilled at being attentive to day-to-day activities and details, while also demonstrating the desire and ability to see the big picture. They should have prior experience leading large teams.

In addition to superior technical skills, the City is seeking candidates who are exceptional managers with proven histories of attracting and retaining top talent. The successful candidate will be an effective, motivational leader with the interest in and ability to help every member of the Accounting Division grow professionally. Viable candidates must have demonstrated success in creating and maintaining strong and cohesive teams. The Deputy Director will ensure each person in the Division has a career plan and receives timely guidance and feedback. When assigning work, they will make sure team members understand not just "what" needs to be done but "why". The successful candidate will promote cross-training and stretch assignments to prepare staff members for the next steps in their careers, and will encourage staff to be more creative and innovative. The individual selected will be sensitive to the importance of workplace culture and the need to keep even routine work rewarding and interesting.

Versatile managers who display a commitment to continuous improvement are sought. The ideal candidate will be a high-energy professional who accurately anticipates challenges and opportunities. As a finance professional who thrives in a dynamic setting, the Deputy Director will exhibit a proactive, yet responsive management style coupled with the demonstrated ability to act with a sense of urgency, when appropriate.

The ideal candidate is politically savvy but not political. They know how to read and be responsive to policy makers. They are a storyteller who communicates clearly and ensures that the people within their Division provide clear guidance up front to their client departments. They encourage and celebrate collaboration. They have experience leading positive change in a highly decentralized, large organization.

The Deputy Director will have extensive opportunities to interact regularly with the City Manager's Office, Budget Office, and numerous other departments giving the selected individual rare exposure to executive and senior level management. To that end, it is important that the selected candidate take pride and ownership in the success of the Division, Department of Finance, and the entire organization.

QUALIFYING EDUCATION AND EXPERIENCE

At minimum, the qualified candidate will possess a bachelor's degree in accounting, finance, economics, business, public administration or a related field, and six (6) years of increasingly responsible experience in at the senior level administrative or analytical work in a public or private agency. Experience managing a work unit equivalent to a major division within a City operating department is desirable. A Master's degree or advanced certification, such as a Certified Public Accountant or Certified Management Accountant designation, is strongly preferred.

Notable expertise in governmental accounting will be expected. Previous experience serving in a diverse community or diverse customer base is preferred. Experience in disbursements and governmental financial reporting is highly desirable. Understanding of GAAP concepts and GASB requirements is necessary to succeed in this role. The best-qualified candidates will be familiar with technology and applications that add value to operations and the customer experience. Experience with large-scale system implementations and financial technology is highly desirable. The Department is considering a new Enterprise Resource Planning (ERP) system to replace the City's legacy financial management system. A history of exploring new and different solutions and participating in conversions and/or large-scale systems implementations is desirable. Each candidate's ability to effectively manage change will be thoughtfully assessed. Candidates from both the public sector and the private sector will be considered.

COMPENSATION AND BENEFITS

The Deputy Director salary range is currently \$124,012 - \$193,173; placement within this range will be dependent upon the qualifications and experience of the individual selected. The Deputy Director also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The salary is supplemented by an attractive benefits package that includes, but is not limited to:

Retirement—Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance—The City contributes 85% towards the premium for the lowest-priced non-deductible plan. Several plan options are available.

Dental Insurance—The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time— Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

Holidays—The City observes 14 paid days annually.

Deferred Compensation—The City offers an optional 457(b) plan.

Flexible Spending Accounts—The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance—The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program—The City provides a comprehensive range of services through the EAP.

Additional information for executive management and professional employees (Unit 99) benefit and compensation summary can be obtained by visiting the City's website at: <https://www.sanjoseca.gov/your-government/departments/employee-relations/labor-relations-information/bargaining-units-labor-contract-info/employee-units>

HOW TO APPLY

Applications will be reviewed as they are received, and interviews will be scheduled as soon as a strong pool of candidates has been identified. To solidify their chances of being considered for this position, interested individuals are encouraged to apply no later than December 18, 2020.

For questions, inquiries or candidate recommendations, please contact:

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