



# FINANCE DIRECTOR

## \$140,000 - \$180,000

*Plus Excellent Benefits*

Apply by  
**July 19, 2020**  
*(First Review, Open Until Filled)*

***PROTHMAN***



## PALOS VERDES ESTATES



Situated in southern Los Angeles County, California, the City of Palos Verdes Estates was incorporated in 1939 and laid out and landscaped by the famous Olmsted Brothers; the sons of Frederick Law Olmsted, Sr., who designed Central Park in New York City.

Palos Verdes Estates is one of Southern California's most exquisite semi-rural communities, offering a small-town atmosphere, tree-lined streets, breathtaking ocean and pastoral views, and no traffic lights nor streetlights. The City is the oldest of the four cities on the Palos Verdes Peninsula, and is home to a community of 13,500 residents that desire to protect and maintain the City's exceptional character and history.

The City features two small business areas, Malaga Cove Plaza and Lunada Bay Plaza, and 28% of the City is designated as parklands. The planned community aspect, coupled with the substantial parklands and magnificent ocean views, gives the City its unique rural character and picturesque charm. With over 4 miles of beautiful coastline, gently winding roadways and paths, green hillsides, and an international reputation for scenic beauty, the City has often been likened to the fictional cities of Shangri La or Camelot.

Palos Verdes Estates owns and maintains 382 acres of parklands with approximately 12,000 trees, 130 acres of shoreline preserve, 3 miles of equestrian trails, and a 214-acre golf course, which all provide the City's residents with several opportunities for recreational and sporting activities. The Palos Verdes Golf Club, Palos Verdes Tennis Club, Palos Verdes Stables, and Palos Verdes Beach and Athletic Club are each owned by the City and are operated under concession agreements.

The Palos Verdes Peninsula Unified School District, which covers the entire Peninsula, is recognized as one of the top school districts in the State. Palos Verdes Estates has one high school, one intermediate school, and three elementary schools.

## THE CITY

Palos Verdes Estates is a General Law City that operates under the Council/Manager form of government. The City Council is composed of five members who are elected at-large to serve four-year, overlapping terms. Each year, the Council selects one of its members to serve as Mayor and one to serve as Mayor Pro Tempore. The City also has an elected Treasurer. The City enjoys respected, efficient, and cohesive elected officials. Palos Verdes Estates is primarily a residential community with minimal commercial tax base, where property and parcel taxes account for approximately 55% of City revenues.

Operating on a 2020 budget of \$23,156,222 the City's staff team consists of 54 outstanding individuals who enjoy high morale and who value honesty, integrity, and exceptional service to the community. City departments include City Manager, City Clerk, Community Development and Public Works, Finance, Planning and Building Services, which is supported by contract services, and Police. The City contracts with Los Angeles County Fire for fire and paramedic services. The City's Police Department is highly respected for its responsiveness and community involvement, and public safety remains the City's highest priority.

The City also works in conjunction with the Palos Verdes Homes Association, which was established to administer deed restrictions. The Association is a separate and distinct private entity that imposes a system of architectural review on builders administered by its Art Jury, which reviews any proposed new buildings, alterations to buildings, fences, sidewalks or other structures to protect the aesthetics of the community. The City and Association enjoy a cooperative relationship.



## THE DEPARTMENT & POSITION

Operating on a 2020/2021 budget of \$865,818 with 4.5 FTEs, the Finance Department is responsible for a broad range of core financial duties, operational and capital budgeting, long-term forecasting and planning, fiscal policy development, banking and investments support, financial system administration, maintaining internal controls, compliance with regulatory reporting, annual audits, State Controller's filings, Gas Tax reporting, and state and federal grant tracking, as well as numerous other county, state and federal government fiscal requirements. The Department also handles general tax filings and debt administration and guides the City's Information Technology initiatives. The Department has two vacancies including the Finance Director, and a Senior Accountant.

Under the direction of the City Manager, the Finance Director directs, reviews and works in all activities of the Finance Department, including: oversight of the City's Annual Financial Audit, audits of City Concessioners and Special Revenue audits, budget preparation, financial reporting and monitoring, long-term fiscal forecasting, accounts payable and receivable, purchasing, accounting, investment and banking administration, business license tax operations and tax administration. In addition, the Director provides staff support to the City's Finance Advisory Committee, Investment Advisory Committee, and City Treasurer.

This position offers a unique opportunity to allow the next Finance Director to be part of a turnaround situation and to make their mark in positioning the City for long-term financial stability.

For a full job description, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. Challenges facing the City include maintaining its fiscal strength, a need to increase revenue, addressing traffic, the maintenance of aged infrastructure and facilities, upgrading technology, responding to increasing environmental regulations, and parklands management.
2. The Finance Director will be an integral part of the team to identify and analyze the numerous revenue sources and funding mechanisms available to a City, that may be incorporated into future ballot measures, assessment districts or other funding mechanisms.
3. The City has the need to convert from a twenty-year old accounting system to an ERP system, allowing the next Finance Director the opportunity to build a new system from the bottom up.
4. The City is looking at ways to address the long-term pension debt. Therefore, there is a need to analyze scenarios with respect to cost savings and pay down options and pay off scenarios for smaller debts, and to look at various discount rates to identify PERS costs and impacts of additional contributions.

## IDEAL CANDIDATE

### Education & Experience:

A bachelor's degree in accounting, finance, business administration or a related field, and five (5) years of progressively responsible experience in accounting and finance, including three (3) years in a supervisory capacity is required. The ideal candidate will have a master's degree in business administration, public administration, or a related field, and municipal finance experience.

**Necessary Knowledge, Skills & Abilities:**

- Knowledge of administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Knowledge of principles and methods of governmental financial and business administration, particularly in the areas of accounting, budgeting, auditing, purchasing, business license, and treasury management, and an advanced understanding of principals, practices, and techniques of public program administration.
- Knowledge of applicable federal, state, and local laws, ordinances, and regulations, specifically those regulating financial administration of City government.
- Ability to provide clear verbal and written direction and guidance to staff, elected and appointed officials and the public, including effectively to make public presentations.
- Experience with organizational and personnel management, and maintaining effective working relationships with the public, elected and appointed officials, management, and employees.
- Ability to develop, implement and maintain sound, ethical accounting and financial reporting systems and procedures, and experience with data processing applications.
- Advanced mathematical ability to include adding, subtracting, multiplying, dividing, and calculating decimals, ratios, and percentages.
- Ability to assess and evaluate data processing needs and evaluate technical equipment hardware and software.
- Candidates must have a high level of attention to detail and the ability to exercise confidentiality.

**COMPENSATION & BENEFITS**

- **\$140,000 - \$180,000 DOQ**
- Medical, Dental, and Vision Insurance
- Life and AD&D Insurance
- Short-Term Disability & Long-Term Disability
- CalPERS
- 12 Days of Administrative Leave
- 12 Days of Vacation
- 12 Days of Sick Leave
- 9 Paid Holidays
- 3 Additional Floating Holidays After 1 Year
- \$375/Month Vehicle Allowance
- \$60/Month Cell Phone Allowance
- Deferred Compensation
- Optional Credit Union Membership
- Optional AFLAC
- Optional Books/Tuition Reimbursement
- Prior Service Credit
- 9/80 Work Schedule

**Please visit:**  
**[www.pvestates.org](http://www.pvestates.org)**



The City of Palos Verdes Estates is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 19, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments", select "**City of Palos Verdes Estates, CA – Finance Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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