

welcome to  
**INGLEWOOD**

**EXECUTIVE RECRUITMENT FOR**

# **FINANCE DIRECTOR**



THE HAWKINS  
COMPANY





## THE COMMUNITY

The City of Inglewood is a re-emerging, culturally diverse, vibrant community of approximately 108,000 residents (2020 U.S. Census) nestled between the energetic West Los Angeles and the sun-drenched South Bay. Commonly known as the gateway to Los Angeles International Airport (LAX), the City of Inglewood is ideally situated to provide easy access to the entire Los Angeles basin.

One of Inglewood's best-kept secrets is its beautifully landscaped neighborhoods and quality housing. The city also has over 100 acres of parks, excellent recreational facilities, and a modern Civic Center. Inglewood is home to the Los Angeles Rams, Los Angeles Chargers, SOFI stadium, and future home to the Los Angeles Clippers, Intuit Dome to open in late 2024, the Kia Forum, the YouTube theatre, the Hollywood Park Casino, and numerous eateries. In 2009, Inglewood was selected as an All-American City for its community-based approach to crime reduction and anti-drug efforts; this award reflects the city's strong tradition of a stable, progressive government. Inglewood's current success builds upon a rich history and a diverse community that can adapt to take advantage of new opportunities.



## THE ORGANIZATION

Incorporated in 1908, Inglewood is a Charter City that operates under the Council-Manager form of government, with a general fund budget of \$190,974,749 and an all-funds budget of \$377,063,638. Inglewood is a full-service city. Four elected Council Members representing each council district, and a Mayor elected at-large, all members serve staggered, four-year terms. The City Clerk and the City Treasurer are also elected positions, while the City Attorney and the City Manager are appointed by and report to the City Council. Inglewood's organization includes City Administration; the City Attorney's Office; the City Clerk's Office; the City Treasurer; and the Departments of Economic and Community Development; Finance; Police Services; Information Technology and Communications; Human Resources; Public Works; Parks and Recreation; Residential Sound Insulation; Section 8 and Affordable Housing & CDBG; Successor Agency; Housing Protection; Library Services; Parking and Traffic.





## **THE FINANCE DEPARTMENT**

The Finance Department's mission is to provide sound fiscal management for the city using accepted accounting principles and to support city officials and departmental operations through a variety of quality financial services and customer service.

The Finance Department serves the citizens and staff of the City of Inglewood by providing accounting and financial management support necessary for efficient operations, prudent decision-making, and sound municipal stewardship. Finance Department functions include accounting and financial reporting, budget development, accounts payable, payroll, cashiering, billing and customer service, business license and tax enforcement, debt service, and procurement. In addition to standard government services, the city operates its own water and sewer utilities, several assessment districts, a large residential sound insulation program, and a variety of services. The finance department strives to ensure a fiscally sound governmental organization that meets or exceeds all legal and ethical requirements and generally accepted financial management principles. The department's annual budget is \$10,935,024 with a staff of 45.

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## **POSITION**

Under the direction of the City Council and City Manager, the Finance Director oversees the city's financial operations. The Finance Director is responsible for developing the financial strategy and managing the financial work plan and leading the management of the city's financial infrastructure. The Finance Director establishes and manages financial reporting and internal controls for all city agencies and departments in accordance with GAAP & GASB. The position develops, monitors, and enforces financial and city accounting policies and procedures; and ensures appropriate internal controls are in place. The Finance Director serves as the key advisor to the City Council, Mayor, Treasurer, City Manager, and department heads and is the primary contact with external auditors. The Finance Director works closely with the Mayor, City Council, and the City Manager to promote financial stability and serves as the principal fiscal advocate for the city. The Finance Director provides executive direction, policy determination, and general management support for the following work units.

- |                           |                              |
|---------------------------|------------------------------|
| • <b>Accounts Payable</b> | • <b>Custodial Services</b>  |
| • <b>Payroll</b>          | • <b>Financial Reporting</b> |
| • <b>Budget</b>           | • <b>Purchasing</b>          |
| • <b>Cashiering</b>       | • <b>Revenue</b>             |



## **PRIORITIES**

- Familiarize and assess the financial department's structure to ensure efficacy and efficiency;
- Assist in the implementation of automation of functions within the city including but not limited to assisting with the implementation of a new ERP system;
- Provide recommendations to ensure the city's long-term fiscal health;
- Design a succession plan; mentor, cross train and develop staff within the department;
- Manage budget process, and audits; be positioned to receive the ACFR (Annual Comprehensive Financial Report) designation;
- Assist in the automation of financial processes; and
- Facilitate operational financing for special projects and identify funding for seismic work that is needed in the city.

## **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Establish and maintain direction and regulation over municipal revenues and expenditures in city departments, divisions, services, agencies, boards, and commissions in accordance with municipal accounting, auditing, reporting, and managing practices; provides enforcement and collection of all revenue sections by the city code;
- Interpret and enforce financial policies and procedures;
- Monitor business transactions/operations for compliance with laws, regulations, contracts, and grant agreements relating to accounting and financial reporting;
- Formulate reports of financial conditions and results of operations for city agencies;
- Identify, analyze, and implement financial planning and decisions to maximize financial resources;
- Research potential new investments and recommends investment policies and opportunities;
- Review cash flows for investment purposes and oversees the payroll process;
- Track, monitor, and develop revenue projections;
- Provide financial information to users, maintain accounting data, assist with financial auditing;



- Oversee, monitor, and direct office operations of assigned staff including interviewing and hiring prospective employees, and;
- Assign, track, and review work assignments and progress; review and approve the formal performance evaluation of department staff.

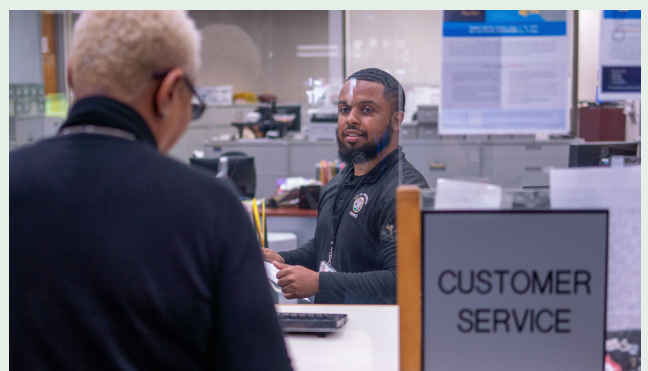
## **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS**

- Knowledge of applicable city, county, state, and federal statutes, rules, ordinances, codes, and regulations governing public finance and accounting, management and supervision practices, and bookkeeping and accounting principles.
- Skilled in interpreting and applying relevant city, county, state, and federal statutes, rules, ordinances, codes, and regulations governing public finance and accounting, assessing and prioritizing multiple tasks, projects, and demands, working within deadlines to complete projects and assignments, providing and following oral and written communication and in establishing and maintaining effective working relationships.
- Ability to prepare accurate financial reports and statements, provide and follow oral and written instructions; train and supervise staff, express ideas and information clearly and concisely, verbally and in writing, work with little direct supervision and exercise good judgment to prioritize and manage workload and other duties.
- Proficient in operating office equipment, including computers and software, and other specialized equipment, MS Office software packages, and other industry-related software.



## **MINIMUM QUALIFICATIONS**

A Bachelor's degree from a four-year accredited college or university in finance, accounting, business administration, or related field, and seven (7) years' experience in municipal fund accounting, public finance administration, accounting, or banking, including three (3) years at a senior management or executive level; or an equivalent combination of education and experience. CPA is highly desirable.







## COMPENSATION AND BENEFITS

The salary for the Finance Director ranges from \$164,074 - \$232,428 annually (DOQ). The City of Inglewood also offers an attractive benefits package that includes:

**Retirement** – CalPERS (California Public Employees' Retirement System) with a pension formula of 2.5% @ 55 (for Classic CalPERS members) and 2% @ 62 for new CalPERS members. Classic Employees contribute 8% of pre-tax wages plus 2 points of the employer cost. The City of Inglewood does not participate in Social Security.

**Health** – The City of Inglewood pays 95% for the cost of employee and eligible dependent coverage at the Kaiser rate.

**Dental** – The City of Inglewood pays 100% of dental premiums for employees and eligible dependents.

**Vision** – The City of Inglewood pays 100% for employees and eligible dependents.

**PTO Leave** – Accrual of 21 days to a max of 32 days per year.

**Paid holidays** – 13 holidays per year

**Administrative Leave** – Up to 13 days per fiscal year for eligible employees.

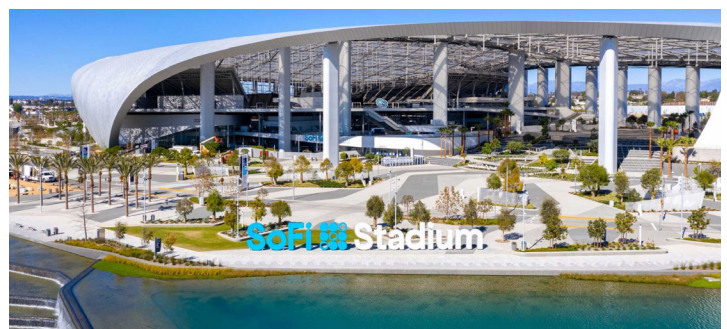
**Deferred Compensation** – 4% City contribution to a 401(a) plan, and an employee 4% contribution.

## APPLICATION PROCESS

The Finance Director recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted and will

screen and evaluate applications. The most highly qualified candidates will be invited to participate in an on-site interview process. Interested and qualified individuals are invited to submit a resume and cover letter describing your interest level and key relevant professional attributes electronically to [fd.inglewood@thehawkinscompany.com](mailto:fd.inglewood@thehawkinscompany.com). Application materials received by **7/28/23**, will receive first consideration. This position is open until filled.

Confidential inquiries are encouraged and should be directed to Ms. Yonnine Hawkins Garr at 323-252-1655, [yonnine@thehawkinscompany.com](mailto:yonnine@thehawkinscompany.com); Ms. Adrienne Montgomery at 310-995-3884; [adrienne@thehawkinscompany.com](mailto:adrienne@thehawkinscompany.com); or Bill Hawkins at 310-348-8800; [bill@thehawkinscompany.com](mailto:bill@thehawkinscompany.com)



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