

INVITATION TO AN EXCITING CAREER OPPORTUNITY

# IRVINE

## CALIFORNIA



### FINANCE MANAGER

Salary Range  
\$121,763.20 – \$189,737.60  
Annually





# POSITION

*Do you have the desire to make a meaningful impact in a vibrant and diverse community? Apply your passion for public service in the City of Irvine, nationally-ranked for safety, educational institutions, business enterprises, and quality of life.*

The Finance Manager will report to the Deputy Director of Finance and will lead a talented team of approximately 10 professional staff in a fast-paced environment. The City's All Funds Budget 2023-2024 is \$677,000,000 with \$85,000,000 CIP for the next two years built into the adopted budget.

- ▶ Support the team goals first. An unbiased supporter and advocate for all staff.
- ▶ Mentor, train, and provide development opportunities for team members.
- ▶ Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods.
- ▶ Oversee the fiscal services in the City, including preparing Annual Comprehensive Financial Report (ACFR) and modified accrual to accrual reconciliation
- ▶ Lead the building and implementation of an ERP system.
- ▶ Collaborate effectively with staff from various departments, outside entities, Finance Commissioners, City Manager, and various other department agencies.
- ▶ Innovative and strategic thinker who can implement improvement to service delivery.
- ▶ Oversee financial reporting and payroll. Possess a broad understanding of MOU's related to payroll.
- ▶ Participate in some financial planning activities.
- ▶ Oversee grant accounting.

Find additional information in the [Finance Manager](#) job description.





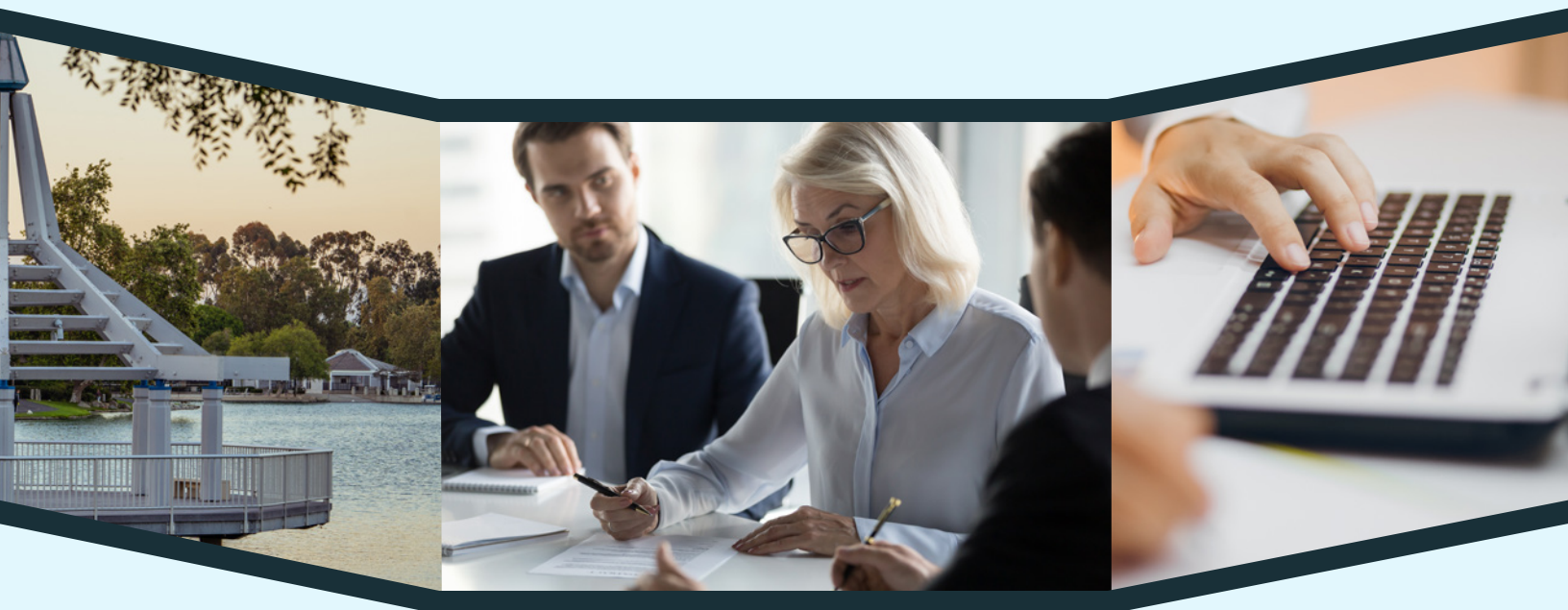
# THE IDEAL CANDIDATE

## Finance Manager

*Irvine's leadership believes passionately that in order to be a truly effective organization capable of living out its mission, the City must always start with a focus on people. To that end, we are seeking a team-oriented leader to serve as the next Finance Manager!*

*To meet the standards of this high-performing organization, Irvine expects more than just someone with sophisticated technical knowledge and skills. The successful candidate will also be an authentic leader who is grounded in humility and appreciates the critical importance people play in building a successful organization. The Finance Manager, as a member of the Finance Department's leadership team, will be instrumental in coaching and mentoring staff and developing a succession plan while being involved in major city-wide special projects, initiatives, and opportunities.*

- \* Strong leadership and consensus-building skills.
- \* Positive attitude with a sense of humor.
- \* Personal integrity and dedication to excellent customer service.
- \* Strategic and innovative to achieve City's core objectives.
- \* Adaptable and flexible to changing needs.
- \* Willing to place the needs of the team ahead of personal desires or ambitions.
- \* Team oriented; ability to bring people together, set goals and lead a team effectively.



### MINIMUM QUALIFICATIONS

- ▶ Bachelor's degree in Finance, Economics, Public Administration, or a related field.
- ▶ Six (6) years of financial management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- ▶ Basic understanding of municipal government accounting is essential.

### DESIRABLE QUALIFICATIONS

- ▶ Master's degree.
- ▶ Certified Public Accountant's license.
- ▶ Experience in Annual Comprehensive Financial Report (ACFR) preparation who has experience building out an ERP system.







## ADMINISTRATIVE SERVICES

The [Administrative Services](#) department is committed to sound fiscal stewardship in maximizing the City's ability to deliver high-quality services to the community. The department consists of four areas: Administration, Fiscal and Treasury Services, Budget and Purchasing, and Information Technology. The Finance Manager will oversee the Financial Reporting and Payroll division of 10 staff.

### Upcoming Projects, Challenges, and Opportunities

- ▶ Assisting with financial aspects related to advancing the development of Great Park, which serves as one of the largest municipal capital projects being advanced anywhere in the country.
- ▶ Developing and implementing contract and purchasing policies and procedures to ensure value, compliance, fairness, and an effective and efficient procurement process.
- ▶ Lead the implementation of a new ERP system for the City.
- ▶ Working closely with the City's executive management team and department liaisons to develop and manage the Annual Comprehensive Financial Reports process with the team of six (6) professional staff.
- ▶ Identifying prudent strategies to ensure the City's strong financial position is expanded into the future while assisting with the allocation of funding to advance key community priorities.



# CITY OF IRVINE

**TOP  
WORK  
PLACES  
2022**

THE ORANGE COUNTY  
**REGISTER**

The City of Irvine is a Charter City, operating under a Council/Manager form of government. Its nine departments include Administrative Services, City Manager's Office, City Clerk's Office, Community Development, Community Services, Human Resources, Project Delivery and Sustainability, Public Safety, and Public Works & Transportation. Since its incorporation in 1971, Irvine has become a nationally recognized City, with a population of over 310,000 that spans 66 square miles and is recognized as one of America's safest and most successfully master-planned urban communities. In 2021, Irvine was the fastest growing city in California, and is now the 13th largest city in the State by population. Irvine is home to more than 20,000 businesses and several robust industry clusters, including life sciences, information technology, aerospace, advanced manufacturing, and digital arts and media. Top-rated educational institutions like UC Irvine, an enterprising business atmosphere, sound environmental stewardship, and respect for diversity, equity, and inclusion all contribute to Irvine's high quality of life. This family-friendly City features more than 16,000 acres of parks, sports fields, and dedicated open space and is the home of Great Park. Other notable attractions include the Irvine Spectrum Center, Irvine Barclay Theatre, and Bommer Canyon.

IRVINE REMAINS THE  
**SAFEST CITY  
IN AMERICA**

FOR THE 17TH CONSECUTIVE YEAR, BASED  
UPON FBI STATISTICS FOR VIOLENT CRIMES.







**SALARY:**  
**\$121,763.20 – \$189,737.60**  
Annually Depending on Qualification

# BENEFITS PACKAGE\*

*The City of Irvine offers a highly competitive compensation and benefits package including:*



### RETIREMENT

CalPERS 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency.



### HEALTH PLAN

The City currently offers medical, dental, and vision insurance coverage for employees and their dependents. In addition, the City provides life insurance and a disability plan for employees.



### LEAVE TIME

120 to 200 hours of annual vacation accrual, depending on years of service; 12 paid holidays per year; 96 hours of sick leave per year; 60 hours of administrative leave per year; and 120 hours of annual personal leave.



### CAR ALLOWANCE

The City provides a monthly car allowance of \$300.



### MANAGEMENT INCENTIVE COMPENSATION

The City offers additional compensation in the amount of 3% above base salary.



### PARENTHOOD LEAVE

160 hours of paid parenthood leave within 1 year of birth or adoption.



### CELLULAR PHONE ALLOWANCE

The City provides a monthly cellular phone allowance of \$100 plus a reimbursement of up to \$1,000 for cellular equipment once every two years.



### EMPLOYEE DISCOUNTS

Entertainment discounts available for many theme parks and attractions throughout Orange County and San Diego.



### FLEXIBLE SCHEDULE

City employees have the option to work a 9/80, 5/40, or 4/10 schedule pending department approval.



### EMPLOYEE DEVELOPMENT

Health and Wellness Benefit of \$1,000 per year for work-related expenses, training costs, and other unreimbursed expenses.



### WELLNESS PROGRAM

City Wellness program that includes on-site fitness centers.



### DEFERRED COMPENSATION

The City shall contribute an amount equal to 4% of an employee's base salary in a deferred compensation account.

\*Please note that benefits may vary depending on timing of hire and individual circumstances.





Nosotros Somos Irvine 私たちは、Irvine 出身です  
우리가 어바인입니다 Împreună formăm Irvine  
Irvine نحن  
DIVERSITY  
ਅਸੀਂ ਇਰਵਿਨ ਹਾਂ  
我们就是尔湾  
ما ارواين هستيم  
CHÚNG TÔI LÀ IRVINE कयं इर्विने स्मः इरवाइन GREAT PARK Biz Irvine'iz  
हम अरवाइन हैं LIVE, WORK, PLAY Excellence in Education No. 1 in Fiscal Strength open space  
ما Somos Irvine আমরা Irvine-এর

# WE ARE IRVINE



The City of Irvine is recognized as one of the most ethnically diverse and fully integrated cities in the country. With a population of more than 310,000 residents, the City has grown significantly since its incorporation in 1971. Many residents, businesses, and employees have selected Irvine to live and work because of its history of celebrating diversity, equity, and inclusion. The City is committed to ensuring that every person living and working in our community is treated with fairness, and has access to equitable services and opportunities.

Our commitment is to promote diversity in the City of Irvine workforce by recruiting highly qualified candidates and fostering meaningful collaborative partnerships with City departments and the community. The City of Irvine is taking steps to ensure we embrace and celebrate diversity in all aspects of our community and foster a workplace environment that is inclusive of all cultures, backgrounds, races, and ethnicities.

## OUR COMMITMENT

*To provide exceptional municipal services that foster inclusiveness of all cultures, backgrounds, races, and ethnicities.*





# One Team, with One Focus...As



## THE ONE IRVINE FRAMEWORK

*We strive to be different from other cities!*

- ★ We are One Team that exists to serve our community in the continual pursuit of a City that offers an exceptional quality of life.
- ★ We have One Focus...to differentiate ourselves by maintaining an intense focus on establishing Irvine as a learning organization that will serve as an incubative launching pad for people, ideas, programs, and careers.

### HUMILITY

Consistently put the needs of the team ahead of individual self-interest.

### INNOVATION

Ensure process discipline, while also embracing a continuous improvement philosophy.

### EMPATHY

Include everyone by respecting, listening, helping, and appreciating others.

### PASSION

Show initiative and courage while staying enthusiastic about our people and work.

### INTEGRITY

Communicate candidly, work hard, and hold ourselves accountable for our role in the delivery of results.



## THE IMPORTANCE OF ORGANIZATIONAL CULTURE & FIT IN IRVINE

- ★ The leadership team at the City has spent time working to articulate the kind of organizational culture that we want to create in Irvine.
- ★ Internally, we use the phrase One Irvine to articulate how we've organized our purpose and our values as an organization.

In Irvine, we have worked to develop a workplace culture built around the premise that people are the most important foundational element that will drive long-term success for our community. To further that objective, we have spent time identifying explicitly that we expect members of our team to embrace a team-oriented model, as defined through our **One Irvine** values framework.



[CITYOFIRVINE.ORG](http://CITYOFIRVINE.ORG)





# HOW TO APPLY

The Finance Manager recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted and will screen and evaluate applications. Interested and qualified individuals are invited to submit a resume and cover letter to **[fm.irvine@thehawkinscompany.com](mailto:fm.irvine@thehawkinscompany.com)**. Application materials received by **10/6/23**, will receive first consideration. This position is open until filled.