



Inviting applications for
CONTROLLER



I THE COMMUNITY

The City of Alameda is a 10.6 square mile island community located in the San Francisco Bay. Alameda is a diverse community with a population of approximately 78,000 located east of San Francisco and adjacent to City of Oakland.

According to *Money Magazine*, the City of Alameda compares favorably to the “best places to live” in America. That is in part due to the small town feel of this Bay Area community. It has a high median family income, many educational institutions nearby, more than double the number of restaurants and libraries as the “best places average,” excellent air quality, and better than average weather.



I CITY GOVERNANCE AND SERVICES

In 1916, Alameda became a charter city and was one of six cities that were the first in California to adopt the council-manager form of government. Under this form, the City is governed by a five-member City Council. The Mayor and Council members are elected at large in staggered years and are subject to two elected term limits. As chief executive officer, the City Manager provides the leadership and organizational direction for the operation and management of 12 City departments and 500+ FTEs.

The City provides a broad range of services including police and fire protection; construction and maintenance of streets, parks, storm drains and other infrastructure; recreational and cultural activities, including a golf complex comprised of two 18-hole executive golf courses and one nine-hole executive course, and the main library with two branches; and general government and administrative support services. Additionally, the City provides power to residents through its electric utility, Alameda Municipal Power (AMP).





FINANCE DEPARTMENT

With 17 FTEs, the Finance Department manages financial planning and accounting for the City, including providing revenue forecasting and expenditure control. The department provides financial reporting, payroll services, purchasing, accounts payable, business licenses, grant management and administration of the City's outstanding debt obligations. Finance staff members prepare the biennial budget under the guidance of the City Manager, coordinate investment of City funds for both short- and long-term purposes and provide cash management services for the City in support of the elected City Treasurer. The department is also responsible for coordinating and completing the annual audit.

In FY 2021-22, the department will go live with a new Enterprise Resource Planning system (Tyler Munis) for the accounting, payroll, accounts payable, revenue management, and treasury/cash management functions. The department implemented the new OpenGov Budget Builder system for the FY 2021-23 biennial budget. OpenGov was used for the development of the FY 2021-23 budget by the City Manager and departments.



I THE OPPORTUNITY

The Controller is a new position that reports directly to the Finance Director and is responsible for managing all City financial and fiscal activities, internal controls, and financial systems. The position takes the lead in accounting, treasury, cash management, disbursements, grant management, purchasing, and payroll activities on behalf of the department. The Controller oversees nine direct and indirect reports, including four staff Accountants, two Accounting Technicians, two Payroll technicians, and one Payroll Lead.

The position requires knowledge of principles and practices of public sector financial management and administration, governmental accounting, grant management, and financial. Management of the City's investment portfolio and treasury/cash management as well as financial services and functions and a wide scope of operational responsibilities.



The position requires advanced analytical ability to understand technical information while drawing valid conclusions/decisions and communicating those results to a variety of stakeholders. The Controller will

effectively manage the financial activities through the development of strong working relationships with staff, public officials, other department/agencies, and the community.

Other responsibilities of the Controller include, but are not limited to, taking a lead role in overseeing the work of finance staff in meeting year-end financial reporting and auditing deadlines; ensuring accuracy and timely submittal of regulatory reporting for Federal, State, and other agencies, including the Comprehensive Annual Financial Report.

The Ideal Candidate

The Controller must be technically proficient with a deep understanding of municipal finance. They must understand and remain current on governmental accounting standards regulating the financial administration of an agency.

In addition, the ideal candidate will be a committed team player with strong interpersonal skills who is willing and able to step in to help others. S/he will demonstrate the following competencies:

- **Technically sound.** Well versed in accounting and auditing theory, principles and practices, and their application to a wide range of financial transactions with an emphasis in governmental accounting practices. Pursues training and development opportunities to remain abreast of financial requirements, strives to continuously build knowledge and skills, shares expertise with others. Knowledge of Tyler Munis financial management system is desired.
- **Effective manager.** Engages staff in improving processes, takes responsibility for staff activities, is accessible to staff, provides regular performance feedback, develops staff skills and encourages growth, continually works to improve leadership skills.
- **Develops positive working relationships.** Develops and maintains courteous and effective working relationships with staff, City departments, Council members, and other stakeholders.
- **Problem solver.** Sees the big picture, understands the full financial process, and identifies issues, support change efforts, and resolve problems in a timely manner.
- **Prioritization and delegation.** Prioritizes and delegates work assignments to meet multiple deadlines related to various responsibilities, matches the assignment to the appropriate person, gives authority to work independently, sets expectations and monitors delegated activities.



I EDUCATION AND EXPERIENCE

Any combination of the listed education and experience that provides the required knowledge and abilities is required. A bachelor's degree from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field. Certified Public Accountants (CPAs), preferred. Eight years of broad management and supervisory experience in accounting and financial management, preferably in a public agency or governmental setting.

I SALARY AND COMPENSATION

The City has recently created the Controller position and is offering a salary of \$150,369 to \$182,776 depending on qualifications. The City offers attractive benefits including:

- **CalPERS Retirement Program** – CalPERS retirement formula of 2% @ 55 for classic members or 2% @ 62 for PEPPRA (new) members. Classic members pay 7% as pre-tax contribution and also 1.868% as pre-tax City contribution. New members pay half the normal cost as determined by PERS. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.
- **Medical, Dental, & Life and AD&D Insurance** – Pre-tax monthly allowance up to \$2,475.48 is provided by the City for PERS health, depending upon health plan and number insured; dental insurance for the employee and all eligible dependents and a \$100,000 life insurance policy are provided by the City.
- **Holidays** – 10 observed holidays plus 3.5 floating holidays.
- **Vacation Leave** – 75 hours annually and increasing with years of service.
- **Sick Leave** – 90 hours annually, unused sick leave converted to service credit at retirement.
- **Optional Benefits** – Several optional insurance plans are available to eligible employees including vision, flexible spending account, dependent care program, additional life insurance and 457 deferred compensation plans.
- A complete summary of benefits can be found at www.alamedaca.gov/hr.

TO BE CONSIDERED

Interested candidates should apply by August 25, 2021 via the link below

[APPLY HERE](#) or visit our website at www.managementpartners.com

Please contact Nancy Hetrick with Management Partners at 408-437-5400 or nhetrick@managementpartners.com with any questions