



CUPERTINO



CUPERTINO
CITY CENTER

City of Cupertino

FINANCE MANAGER

Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

The City of Cupertino, California is conducting a national search for an experienced municipal financial leader to become Cupertino's next Finance Manager. This is an outstanding opportunity for a career professional to join a first-class city. The City of Cupertino is a well-resourced city, with a long history of stability, and an unbeatable organizational culture.

Cupertino, The Heart of The Valley

The City of Cupertino is a community rich in economy, culture, and sunshine. With one of the most diverse, progressive, and technologically savvy populations in Northern California, Cupertino has quickly become a city that people like to talk about.

A booming community in its own right, Cupertino (population 60,550) lies at the center of Silicon Valley's compass. A short drive can take you south to San Jose and the campuses of the world's leading technology firms, north to San Francisco and the Bay, or west to the redwoods of the peninsula and the shores of the Pacific.

Within the City's borders is a thriving business community that is home to some of the greatest innovators in technology – companies like Apple Inc. and Seagate. For outdoor recreation, Cupertino offers more than 150 acres of parkland, including Blackberry Farm with its 9-hole golf course. For indoor recreation, the Cupertino Sports Center and Cupertino Senior Center offer a range of activities, while the City's library presents events and activities for both kids and adults. Restaurants in Cupertino reflect the City's rich and ethnically diverse population, bringing cuisine from around the world.

Quality schools and closeness to high-tech jobs make Cupertino a desirable Silicon Valley address for a highly educated and

culturally diverse population. More than 60 percent of residents aged 25 years or older hold a Bachelor's degree or higher. More than 40 percent of the City's residents were born outside of the United States.

Education, innovation, and collaboration are the hallmarks nourished by the City government, the community, and local industry.

City of Cupertino

The City of Cupertino is a General Law city with a council-manager form of government. The City Council has five members who are elected at-large to overlapping, four-year terms. The Council members themselves elect the Mayor and Vice Mayor for a term of one year. The Mayor and Council appoint the City Manager who is charged with implementing policy decisions made by the elected Council, which the City Manager accomplishes through delegation to appropriate departments. The City Manager is also responsible for the annual City general fund budget of \$148.9 million.

The Finance Division

Finance is a Division within the Administrative Services Department. The Finance Division is responsible for accurate and timely maintenance of all City financial records, collection and disbursement of funds, and the payroll process. The Finance Division oversees the annual audit and preparation of the Comprehensive Annual Financial Report (CAFR), and performs year-long monitoring and analysis of budget-to-actual activities for both operational and capital budgets.

In addition to the Finance Manager, the Finance Division consists of five staff members: Senior Accountant (direct report to the Finance Manager), Accountant II, Accounting Technician, and two Accounting Clerks.



The Position

Reporting to the Director of Administrative Services, the Finance Manager is responsible for planning, managing, and overseeing the daily functions of the Finance Division.

Specific responsibilities include:

- Lead and develop the Finance Division staff members through coaching, mentoring, and continuing education.
- Participate in the development of goals, objectives, policies, and priorities for the Finance Division. Participate in the development, administration, and oversight of division budgets.
- Prepare, Calculate, and analyze a variety of financial reports and data in the preparation of the annual operating and Capital Improvement Program budgets.
- Participate in the selection, training, motivation, and evaluation of assigned personnel. Preparation of a variety of financial reports, including the State Controller's Report and the CAFR.



- Manage the annual independent audit, working closely with the selected audit firm to facilitate the process.
- Participate in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters and monitors financial procedures of all City departments.

The Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next Finance Manager for the City of Cupertino must possess certain traits that will be essential for success:

- The staff in the Finance Division will benefit from a Finance Manager who is invested in their professional development and seeks opportunities for coaching and mentoring. With standards from the Governmental Accounting Standards Board ever-increasing, the need for staff development will continue to be a key component of this position.
- Strong interpersonal skills are important. In addition to the interaction and supervision of staff, the Finance Manager also works directly with the City's Audit Committee. The Audit Committee consists of five members: two City Council Members and three citizens.
- Experience revising department or division policies would be helpful. The City of Cupertino implemented new municipal finance software recently. While the implementation was successful, an accompanying revision to policies and procedures needs to be undertaken to codify new practices.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: A Bachelor's degree in accounting, finance, business, public administration, or a related field from an accredited college or university is required. Designation as a Certified Public Accountant (CPA) or Master's degree is desirable.

Experience: Five years of management and/or administrative accounting experience, including two years of supervisory experience. The experience should be in a public agency or with a firm working with public agencies.





Compensation and Benefits

The annual salary range for the Finance Manager is \$131,078 – \$159,326. Placement within the approved salary range will be dependent upon career experience and qualifications.

The City also offers a comprehensive benefit package including:

- CalPERS Retirement:
 - » New employees to Cupertino hired after 12/29/12 with prior CalPERS (or reciprocal agency) service: 2.0% @ 60; Employee pays full 7% of employee contribution.
 - » New employees with no prior CalPERS service or a break in CalPERS service of 6 months or more: 2.0% @ 62; employee is required by law to pay 50% of the Normal Cost that currently equates to 6.25%.
- Choice of health insurance; portion of family premium paid by the City and fully or partially paid premium for employee, depending on plan.
- Fully paid life, short-term, and long-term disability insurance.
- Fully paid dental insurance and partially paid vision insurance.
- Fully paid Employee Assistance Program.
- Educational reimbursement up to \$1,350 for approved coursework.
- 12 holidays plus 20 hours of floating holiday time annually.
- 8 hours of sick leave per month.
- 10 to 24 days of vacation annually.
- 40 hours of administrative leave annually.

- 9/80 work schedule.
- \$400 credit that can be used to pay for recreation activities and programs.
- Cupertino Sports Center membership.

Recruitment Process

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

All interested candidates should **apply by August 28, 2017** to Ralph Andersen & Associates by submitting a compelling cover letter, comprehensive resume, and three years of salary history to apply@ralphandersen.com. Top candidates will be invited for a comprehensive interview process tentatively set for late September. Candidates are encouraged to apply early for maximum consideration.

Prior to final interviews, candidates will be required to sign a release form to authorize verifications to be conducted including employment history, degrees obtained, and other certifications.

Confidential inquiries are welcomed to Mr. Greg Nelson at 916.630.4900 or email to greg@ralphandersen.com.



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The City of Cupertino is an equal opportunity employer.

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