



CITY OF MANHATTAN BEACH

invites your interest in the position of

FINANCE DIRECTOR



Recruitment Services Provided by Ralph Andersen & Associates

THE COMMUNITY



Manhattan Beach has a distinct urban vibe yet maintains the warmth of a quaint, small town. This affluent community of “Sun, Sand, and Sea” encompasses 3.89 miles and is home to approximately 36,000 residents. It is considered one of Southern California’s most desirable communities. With over two miles of wide, sandy beachfront property, the City features 40 acres of recreational beach featuring the famous Manhattan Beach pier and Roundhouse Aquarium. The City has ample parks and green space, a 9-hole golf course, two community centers, and an arts center. The City is served by two fire stations, one police station, and a Los Angeles County branch library. The top-performing Manhattan Beach Unified School District (MBUSD) operates five elementary schools, one middle school, and one high school.

In addition to Manhattan Beach’s sandy shoreline, temperate climate, and outdoor amenities, the City boasts a charming downtown shopping and dining district, a variety of arts and cultural opportunities, and numerous special events throughout the year.

Encompassing over two miles of beachfront, Manhattan Beach is an active and vibrant city serving as host to nationally renowned volleyball tournaments, festivals, and events year-round. It is also home to a number of fine dining and shopping establishments.

THE ORGANIZATION

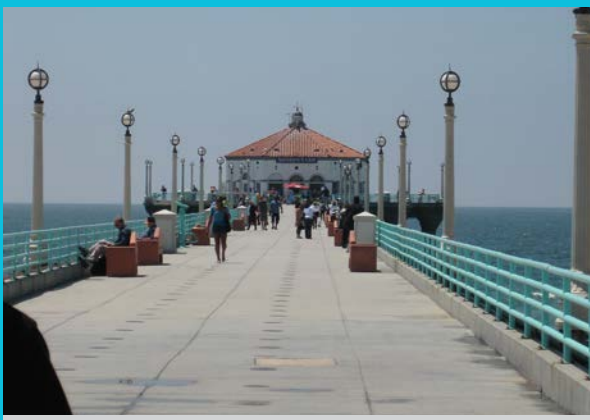
Incorporated in 1912, Manhattan Beach is a full-service general law city operating under a council-manager form of government. The City Council consists of five members elected at large.

With approximately 350 full-time and 180 part-time employees working in nine departments, the City provides a variety of services to the community, including police, fire and paramedic, cultural arts and recreation, building and safety, solid waste and recycling, water and waste water utilities, storm water management, parking, facilities, street and landscape maintenance, and internal support functions for all public-facing government services.

The City of Manhattan Beach is a mission-centered organization with a focus on delivering excellent municipal services, preserving the City's small beach town character, and enhancing the quality of life for residents, businesses, and visitors.

THE DEPARTMENT

Supported by a dedicated and hard-working team of 20 full-time professionals, including the Finance Director, the Finance Department's functions are comprehensive and organized across three divisions: Budget and Accounting, Revenue Services, and General Services. The Department's responsibilities include accounting, payroll, investments, and procurement, as well as business licensing, animal licensing, and utility billing. The Finance Department takes pride in maintaining its AAA credit rating from Standard and Poor's. This rating is a testament to the City's continued strong financial position, tradition of prudent fiscal decisions, and resilient economic base. All departments contribute to this achievement through high levels of service and proactive financial management.



THE POSITION

The Finance Director will oversee and manage all aspects of City's financial operations, including finance, budgeting, accounting, treasury, revenue, and purchasing. As a member of the City's executive management team and leader within the finance department, this key role involves driving fiscal policy, ensuring budgetary compliance, and spearheading financial planning to support the City's growth and sustainability. The ideal candidate will have a proven track record of success, exceptional leadership qualities, and outstanding analytical and problem-solving skills. Additionally, the ideal candidate will have a focus on employee development and instilling ethical decision making across the Finance Department and throughout the organization as it relates to financial management practices. Public responsiveness, innovation in the delivery of public service, and a track record of forging successful relationships throughout an organization and within a community are key attributes for the incoming Finance Director. Top candidates will also excel in communication and developing interpersonal relationships and have the ability to collaborate with various stakeholders to achieve the City's financial goals.

The City of Manhattan Beach seeks a Finance Director to effectively serve as the City's top fiscal advisor, supporting the City Manager and elected officials in various endeavors for this vibrant and dynamic municipal organization. A self-directed and enthusiastic individual who can hit the ground running will succeed in this position. The ideal candidate will also be very tech-savvy, embrace best practices, and collaborate with department staff, and on a city-wide basis to ensure continuous operational improvement in budget, finance, and reporting. The new Finance Director will be a leader and a motivator, encouraging quality, efficiency, ethics, and customer service-oriented work.



COMPENSATION & BENEFITS

The annual compensation for the Finance Director is \$178,092 to \$232,092.

Benefits offered for this position include:

- Retirement – CalPERS 2% @55 formula for classic members; 2% @62 formula for new members. City does not participate in Social Security. City contribution of 2% of annual salary to a Retiree Health Savings (RHS) Account.
- Health Insurance – CalPERS Medical and Delta Dental Plans available; City contribution for medical coverage of 95% of the employees' selected coverage level for employee and dependents up to a maximum of \$3,285.70 per month plus additional \$70 per month for dental coverage or cash back; City paid vision plan for employees and eligible dependents.
- Deferred Compensation – ICMA-RC 457 plan available at employee's option; City contribution of 4.5% of monthly compensation to a 401 (a) plan.
- General Leave – Up to 280 hours per year with 10+ years of public service (prior agency experience counts towards service); 120 hours per year may be cashed out.
- Holiday – City recognizes 11 paid holidays per year, and an additional "Birthday" holiday that an employee may take on or around their birthday.
- Tuition Reimbursement – Up to \$3,000 for cost of tuition and books for job-related classes.
- Life Insurance – City paid coverage; benefit is 1.5 times annual base salary to a maximum of \$500,000.

QUALIFICATIONS

- Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Business Administration, or a related field is required. A Master's Degree in Accounting, Finance, or Business Administration is highly desirable.
- Eight (8) years of responsible experience in governmental accounting work is required, including at least three (3) years in a managerial capacity in municipal finance.
- Professional License/Certification is not required, although a Certified Public Accountant (CPA) designation would be a plus for a well-rounded local government finance professional. Other finance-related designations may also be of value in this position combined with experience and career history.

This is a statewide and national search effort. Individuals meeting or exceeding the required requirements are strongly encouraged to apply. Although experience in California is highly valued, all qualified candidates with municipal finance are encouraged to apply.



APPLICATION AND SELECTION PROCESS

Interested candidates should apply early for optimal consideration **prior to May 12, 2025**. Evaluation of resumes will be well underway by mid-May. Submit a compelling cover letter and comprehensive résumé to apply@ralphandersen.com. Ralph Andersen & Associates will evaluate all applicants, and only the most highly qualified professionals will be elevated to the City of Manhattan Beach for a comprehensive final selection process during late May. This recruitment process is confidential; names will not be publicly released, and no references will be contacted until mutual interest is established.

Interested candidates are strongly encouraged to arrange a pre-submittal discussion with Ms. Heather Renschler, Project Director, by sending an email to scheduling@ralphandersen.com or contacting Ralph Andersen & Associates via telephone at 916-630-4900.

The City of Manhattan Beach is an Equal Opportunity Employer.

www.manhattanbeach.gov