



City of

San Clemente

THE SPANISH VILLAGE BY THE SEA



invites your interest in the position of

Finance Manager



Recruitment Services Provided by Ralph Andersen & Associates

An Outstanding Opportunity

The City of San Clemente is seeking a skilled and collaborative leader to serve as its next Finance Manager. With a departmental history of excellence, the new Finance Manager will continue a tradition of high performance, focused on introducing and supporting best practices in the organization and providing technical assistance to the City's executive leadership team and staff. The new Manager will be an exceptional problem solver, possess good judgment and decision-making skills, and be well versed in all aspects of public sector finance.



The Community

The beautiful southern California community of San Clemente has stunning beaches and great surf that draw visitors on a year-round basis. The city is a family-oriented community of approximately 64,000 residents and encompasses 18.5 square miles. The most southern city in Orange County, San Clemente is located midway between Los Angeles and San Diego, just north of the undeveloped lands of Camp Pendleton.

As San Clemente has grown in population, it has held steadfast to its heritage as the Spanish Village by the Sea. What was once a small residential village tied to its historical setting as an outpost along El Camino Real, San Clemente has matured into a diverse, full-service coastal community.

With its natural beauty and outstanding amenities, San Clemente maintains an exceptional quality of life for its vibrant and engaged citizenry. The city offers a unique blend of community events, performing arts, recreational activities, award-winning schools, and excellent business opportunities. Listed in the Top 100 Safest Cities, San Clemente enjoys quality public safety as well as parks and recreation services. San Clemente provides its residents and visitors with a variety of retail shopping experiences and services; including the historic, pedestrian-friendly downtown, Avenida Del Mar, along with the Pier Bowl area that is part of a picturesque city-maintained beach trail.



The city boasts “the world’s best climate” as San Clemente enjoys roughly 300 days of sunshine per year and an average annual temperature of 73°F. The residents and visitors to the city enjoy 23 parks, 25.9 miles of hiking trails, 6.8 miles of ridgeline trails, 2.3 miles of coastal trails, a championship golf course, and over 20 acres of beautiful beaches. While San Clemente reflects a relaxed beach environment and atmosphere, there is also a culture of strong civic awareness. San Clemente residents are bright and highly involved, which leads to an enhanced sense of community, and a higher standard for development, historic preservation, and urban design.

With its world-renowned surf breaks, San Clemente is also a premier surfing destination. This coastal jewel has family-friendly beaches, a network of pedestrian and bicycle trails, rugged hills and canyons, clean air, and a mild Mediterranean climate that enhances the community’s distinctive seaside lifestyle.

City Government

The City of San Clemente is a General Law city that operates under the Council/Manager form of government. The City has established four districts for the purpose of electing City Council representatives for four-year terms and, starting in November 2026, the San Clemente Mayor will be elected at-large (by the entire city) for a two-year term. The City Manager is responsible for overseeing the administration of 7 City departments, staffed by approximately 203 full-time employees. The City provides a range of municipal services with a current General Fund budget of \$88.3 million for FY24/25 and \$87.4 million for FY 25/26. The City contracts for police services from the Orange County Sheriff's Department and for fire services through the Orange County Fire Authority. Utility services (water, sewer, storm drain and urban runoff) are provided by the City.

Mission Statement

The City of San Clemente, in partnership with the community we serve, will foster a tradition dedicated to:

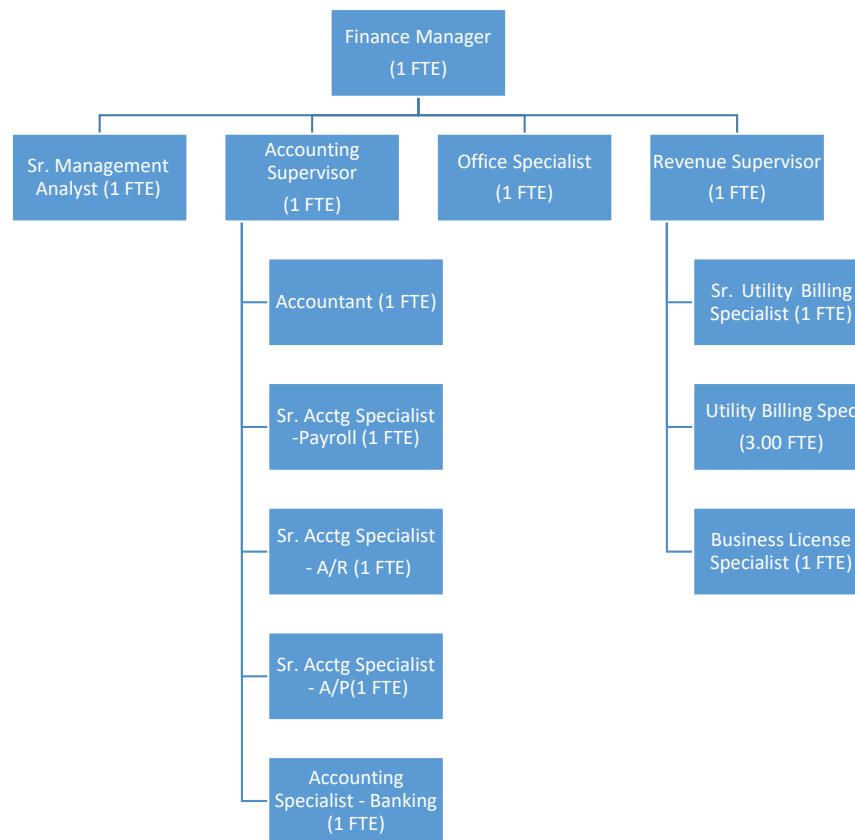
- *Maintaining a safe, healthy atmosphere in which to live, work and play.*
- *Guiding development to ensure responsible growth while preserving and enhancing our village character, unique environment and natural amenities.*
- *Providing for the City's long-term stability through promotion of economic vitality and diversity.*
- *Resulting in a balanced community committed to protection of what is valued today while meeting tomorrow's needs.*



Finance & Administrative Services Department

The Finance & Administrative Services Department consists of Finance, Information Technology, Human Resources, Risk Management, Purchasing, Budget, and City Treasurer functions. The department provides customer service to internal and external clientele, financial accountability to the public, management of City debt and investments, development and monitoring of the budget, labor relations and negotiations, recruitments, administration of risk management and safety programs, administration of the City's IT Strategic Plan, and financial reporting including development of the Long Term Financial Plan.

Finance Division Organization Chart



The Position

The City of San Clemente is seeking a knowledgeable Finance Manager to lead the day-to-day operations of the Finance Division. The ideal candidate will be experienced in governmental finance and accounting and have the ability to prioritize and manage various financial functions. This position reports to, and works closely with, the Administrative Services Director to accomplish established goals and adopted work plans. The Finance Manager, along with 14 professional staff members, is responsible for managing a wide range of financial programs for the City including financial forecasting, budgeting, payroll, cashiering, purchasing, contract administration, utility billing, business license activities and financial reporting which include the California Public Employees' Retirement System (CalPERS) compensation reports. The Finance Division coordinates the annual audit, produces the *Annual Comprehensive Financial Report (ACFR)*, the *Biennial Budget*, performs various rate studies, and prepares long-term financial projections.

This role requires an individual that is self-motivated and excited by the opportunity to reexamine existing processes focused on gaining new efficiencies, enhancing services, and strengthening procedures. The Manager will also ensure the delivery of excellent customer service, providing timely, responsive services to internal and external customers. Other key responsibilities of the position include:

- Analyzes financial data, plans, directs, and coordinates the preparation and submittal of the City's financial reports, including Annual Financial Report, quarterly financial reports, State Controller reports, and other regulatory reports; and develops and presents reports to City Council and management team.
- Coordinates preparation of the City's Biennial Budget, including departmental reviews, analysis of the operating position of the General Fund; and providing training and technical assistance to staff.
- Provides oversight to the Finance and Utility Billing areas.
- Plans and supervises the work of staff assigned to the Finance Division; coordinates training and assigns and manages projects; meets regularly with staff to discuss and resolve priorities, deadlines, workload, and technical issues; works with employees to correct deficiencies.
- Defines, analyzes, and resolves technical accounting issues regarding the operation of the City; develops, implements, and monitors financial policies, including policies to address new legislation and technical changes.
- Monitors and reviews revenue and expenditures; and analyzes and reports on investments and cash flow issues; oversees bank account reconciliations.
- Oversees financial software applications; supervises application updates and revisions, including staff training.
- Certifies tax reporting submitted to federal and state agencies.
- Performs complex and technical accounting and fiscal record management system analyses; identifies and analyzes problem areas in general accounting, payroll, and related systems; and make recommendations for accounting system improvements.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to accounting programs, policies, and procedures; and prepares related reports.
- Attends and participates in professional group meetings; and stays current with new trends and innovations in the field of municipal accounting and payroll record keeping systems.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

The Ideal Candidate

The successful candidate for the position of Finance Manager will have demonstrated the ability to provide collaborative departmental and organizational support. This financial manager will be proactive in anticipating a variety of finance-related challenges and opportunities. The ideal candidate will possess excellent analytical and decision-making abilities and have strong written and verbal communication skills with the ability to present complex information in an informative, non-technical manner. Problem solving and critical thinking skills are essential for this role, as is a customer service-oriented mindset. This finance professional must have the highest level of integrity and be able to establish credibility and mutual respect as a decisive, results-oriented professional committed to transparency and fiscal accountability.



The ideal candidate will be knowledgeable regarding all aspects of public finance. Experience working effectively with elected and appointed officials and a history of successfully introducing innovative solutions and strategies will be considered favorably. Previous experience implementing an enterprise resource planning (ERP) system is also a plus anticipating a transition from Eden in the next 12 – 18 months. A successful candidate will have overseen a small team of accounting professionals and possess a desire to actively and effectively guide, mentor, and develop their team. An individual with a team-oriented approach will excel in this position. Trust, confidence, professionalism, and diplomacy will be highly valued traits.

Personal traits and characteristics include:

- A leadership style that is characterized by integrity, ethical decision making, and effective problem solving, with a passion and skill for incorporating best practices.
- A finance professional who can operate at a high level yet is comfortable being involved in the day-to-day fiscal operations.
- Ability to effectively delegate and monitor workloads and performance, leading and motivating staff to achieve department goals.
- Strong technical knowledge of governmental accounting principles and practices including Generally Accepted Accounting Procedures (GAAP) and Generally Accepted Government Accounting Auditing Standards (GAGAS).

Qualifying Experience and Education

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

Experience: Five years of increasingly responsible experience in performing governmental accounting and auditing with an agency, company, or organization.

Education: Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field.

Certifications as a Certified Public Finance Officer (CPFO), Certified Government Financial Manager (CGFM), or an active Certified Public Accountant (CPA) license is highly desirable.

Qualified candidates from other public agencies or special districts, as well as individuals working for a CPA firm with direct experience working with and supporting government agencies are strongly encouraged to apply. Relocation assistance will not be provided.

Salary and Benefits

The annual salary range for the Finance Manager is \$150,196.80 to \$182,561.60. The starting salary will be based upon qualifications and experience.

It should be noted that this position has also been approved for cost of living adjustments (COLA's) effective as follows:

- *3% effective July 2025 with a new salary range of \$154,702.70 to \$188,038.45;*
- *3% effective July 2026 with a new range of \$159,343.78 to \$193,679.60; and*
- *2.5% effective July 2027 with a new range of \$163,327.37 to \$198,521.59.*

The City also offers a competitive benefits program, which includes generous medical, dental, vision, and life insurances, short and long-term disability insurance, paid holidays, vacation, sick leave, administrative leave, retirement (CalPERS 2%@55 classic member; 2%@62 new/PEPRA member), voluntary deferred compensation, and optional Health Savings and Flexible Spending Accounts. For more information, please click [here](#).

Application and Selection Process



If you are interested in this outstanding opportunity, please submit a comprehensive résumé and cover letter to apply@ralphandersen.com. Resumes received by **January 6, 2025**, will receive first consideration. Ralph Andersen & Associates will conduct preliminary interviews as resumes are received and screened. Only the most highly qualified candidates will be invited for a panel interview which is anticipated to take place in late January 2025, with in-person finalist interviews to follow shortly thereafter. Professional reference and background checks will not be contacted until mutual interest has been established and will be conducted in close coordination with the selected candidate.

Recruitment Timeline

- *January 6, 2025 – Recruitment Closes*
- *Week of January 13, 2025 – Initial Review of Resumes with San Clemente*
- *Mid - January 2025 – Panel Video Interviews*
- *Late January 2025 – Finalist in-person interviews*

Application and Selection Process *continued*

Ideally, the goal is for the selected candidate to begin work in February 2025 (or a mutually agreed upon date). Most importantly, the Administrative Services Director will work closely with the selected candidate to determine a start date that works best to ensure an effective transition into the organization.

Confidential inquiries should be directed to Ms. Serena Wright-Black, Ralph Andersen & Associates, at (916) 630-4900 or request an appointment to discuss further by contacting scheduling@ralphandersen.com.



Equal Opportunity Employer

The City of San Clemente is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, pregnancy, childbirth, or related medical conditions, gender, gender identity, gender expression, genetic information, or age.

www.san-clemente.org/home