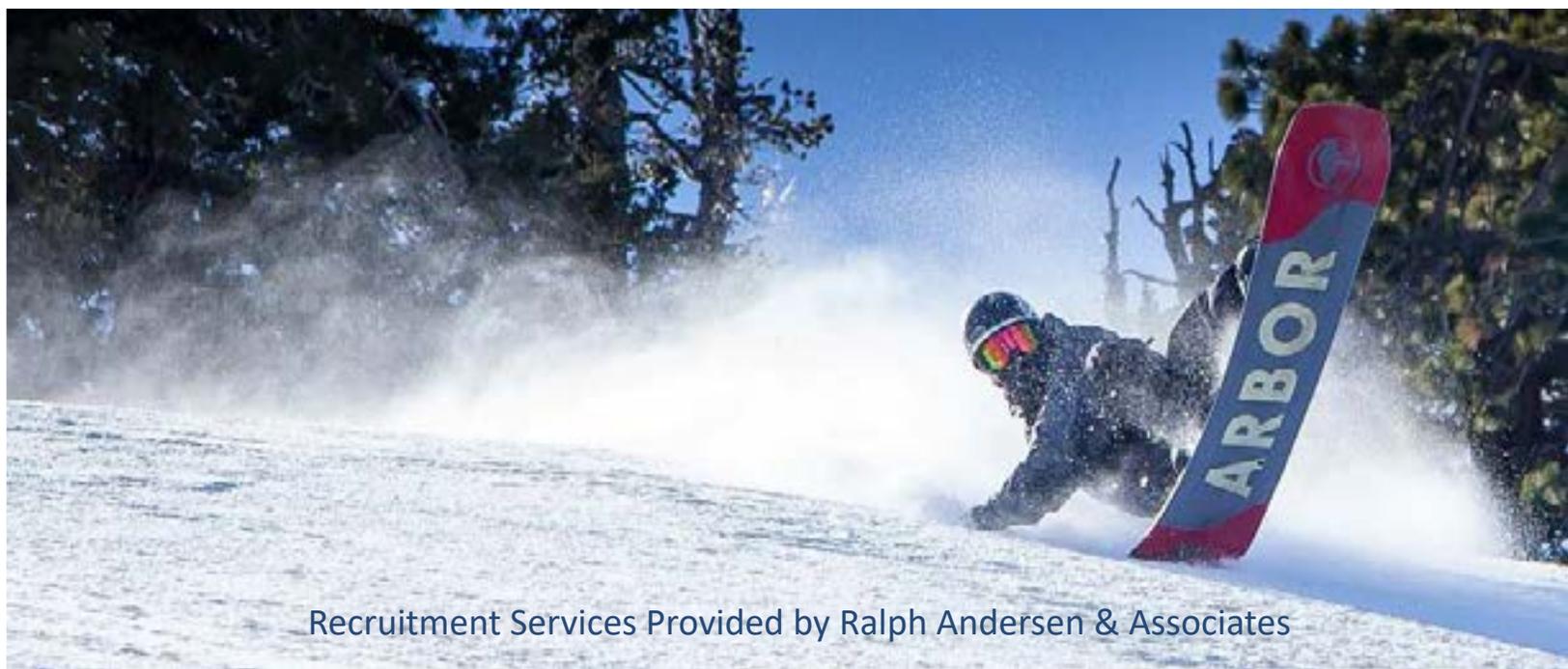




City of Big Bear Lake **Finance Manager**



Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

An outstanding executive career opportunity awaits a talented finance professional in one of the nation's premiere resort communities. Professionally, the selected candidate will have the ability to lead a small team of talented staff in an organization known for its great culture. Personally, the opportunity awaits to enjoy incredible year-round recreational activities amidst a full bounty of natural beauty.

The City of Big Bear Lake

The City of Big Bear Lake is a four-season resort community nestled in the heart of the San Bernardino National Forest. Located a short distance from the Los Angeles Metropolitan area, it attracts a large number of visitors from Southern California and beyond. Serving a full-time population of just over 5,000 residents, the City covers an area of approximately 6.95 square miles on Big Bear Lake's south shore. As a premiere resort community, the City of Big Bear Lake is organized to provide services for many, many more than its permanent population. As such, it has a much larger budget, staff, and capacity than cities of comparable size.



City Government

The City of Big Bear Lake is a Charter City operating under the Council-Manager form of government. Five Council Members are elected at large for four-year overlapping terms. The Mayor is chosen on an annual basis by the members of City Council. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. Reporting directly to the City Manager is a Director of Government Services and a Director of Development Services. The Finance Manager reports directly to the Director of Government Services. Public safety functions are contracted.

The Position

Reporting to the Director of Government Services, the Finance Manager oversees six staff who perform accounting, revenue analysis, grant monitoring and reimbursement, budget, accounts payable/receivable, and preparation for the annual audit and Comprehensive Annual Financial Report. Lesser functional areas of responsibility include: business licensing/Transient Private Home Rental (TPHR) collections, procurement, internal services, Successor Agency administration, and technology services (outsourced). Key responsibilities for the position include:

- Prepares, manages, and coordinates the development of the City's annual operating and capital improvement budgets.



- Participates in and assumes responsibility for all departmental functions including financial audits, coordinating the preparation of the City's Comprehensive Annual Financial Report (CAFR), the general ledger, purchasing, accounts payable/receivable systems, fixed assets, cash receipting, fund and banking reconciliation, grant accounting, and other related financial activities.
- Responsible for the City's Successor Agency budget preparation, approval, and reporting compliance.
- Prepares audit schedules for external auditors and oversees the annual auditing process.
- Evaluates internal control systems and current operating procedures, recommends and develops formal policies and procedures, and monitors compliance.
- General oversight of the City's Information Technology professional services agreement for remote and onsite support services, in addition to, oversight of the City's annual business license and TPHP renewal process.
- Composes, prepares, and analyzes staff reports and presentation materials. Makes verbal and written presentations to City staff, management, and Council. Attends City Council meetings, as needed.

Challenges and Opportunities

The next Finance Manager will be presented with a number of known challenges and opportunities in which to excel including:

- The City of Big Bear Lake has been recognized recently by the Government Finance Officers' Association and the California Society of Municipal Finance Officers

for its budget presentation. The City is also pursuing similar recognition for its CAFR. The City's objective is to maintain award winning status in municipal finance.

- Much of the City's financial strength is due to its success in applying conservative budgeting practices and acquiring grant funding, particularly for capital projects. The end result is strong reserves, minimal debt, and a considerable amount of capital projects are currently being delivered.
- Staff reporting to this position are talented. This position is expected to continue coaching and mentoring these individuals to prepare them for further responsibilities.

The Ideal Candidate

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

- Public sector finance experience is essential, and municipal finance experience is preferred. However, the City of Big Bear Lake will consider candidates broadly on a national level.
- Strong budget experience is important, as the Finance Manager is the lead on the entire budget process.
- Experience working with auditors and understanding compliance requirements are vital. This position is responsible for interpreting and anticipating the impact of regulations, grant parameters and new accounting pronouncements and ensuring procedures are in place to fulfill these commitments.
- While grant applications are initiated by the respective department that is seeking them, administration and reporting activities are overseen by the Finance Manager. As such, related grant experience would be an asset.

Qualifications

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

Education: A Bachelor's degree from an accredited college or university in accounting, finance, public/business administration, or a closely related field. A Master's degree is highly desirable.

Experience: Six years of increasingly responsible professional experience involving municipal accounting, auditing, budgeting, financial analysis, and/or economic forecasting, including four years of direct work experience with preparation of a public agency budget and the CAFR, and a minimum of four years supervisory experience.



Compensation and Benefits

The City of Big Bear Lake offers a highly attractive salary and benefits package for the position of Finance Manager. The annual salary range is \$105,000-\$120,000. Placement within the salary range will be competitive and dependent upon career experience and qualifications.

The City of Big Bear Lake offers an excellent benefits package including the following:

- **Retirement:** The City is a member of the San Bernardino County Employees Retirement Association (SBCERA), a well-funded system that offers reciprocity to other plans including CalPERS. The City currently offers a formula of 2% @ 55 with prior qualifying public service or, effective January 1, 2013, a formula of 2.5% @ 67 for new participants.
- **Insurance:** The City provides excellent insurance plans for employees including paid family HMO health and dental coverage. Additionally, life insurance and family vision coverage are provided.

- **Leave:** The selected candidate will receive negotiated amounts of vacation leave, in addition to administrative leave, personal days, and sick leave. Also, the City operates on a 9/80 work schedule.

Interested candidates are encouraged to contact Ralph Andersen & Associates for further details regarding the compensation and benefit package of this executive position.

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.

Interested candidates should apply **no later than February 25, 2019** to Ralph Andersen & Associates by sending a compelling cover letter and a comprehensive resume to apply@ralphandersen.com. Top candidates may be asked to complete a supplemental questionnaire with responses to specific questions.

Recruitment Timeline

- Recruitment Closes: February 25, 2019
- City Review of Candidate Submittals: Week of March 20, 2019
- Panel Interviews: Week of April 8, 2019
- Finalist Interviews: Week of April 15, 2019

For further information or questions on the recruitment process, please contact Mr. Greg Nelson at (916) 630-4900. Confidential inquiries are welcome.

The City of Big Bear Lake is an Equal Opportunity Employer.

