



# CHIEF FINANCIAL OFFICER

*Recruitment services provided by Ralph Andersen & Associates*





## Vision

*Southern California's Catalyst for a Brighter Future*

## Mission

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, & promoting best practices.*

## An Outstanding Opportunity

SCAG is looking for its next Chief Financial Officer (CFO) due to the retirement of its tenured incumbent. As a member of the executive leadership team, the CFO is a critical advisor to the Executive Director, Chief Operating Officer, and Regional Council on developing financial resiliency to meet the business needs and strategic goals of SCAG. The CFO must be prepared to make critical decisions that impact operations down to the staff level and partner with other members of the Executive Team to achieve SCAG's business objectives. As a public sector professional, the CFO will have an unquestionable sense of integrity and an inherent penchant for the stewardship of public funds, combined with the political aptitude to effectively posture the organization for success. SCAG is looking for a proven strategic leader to oversee and execute the activities and operations of the Finance Division comprised of 22 staff (including 3 managers) in the Accounting, Contracts Administration, and Budget and Grants Departments.

# Core Values

*In all our work, we strive to:*

## BE OPEN

*Be accessible, candid, collaborative and transparent in the work we do.*

## LEAD BY EXAMPLE

*Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region.*

## MAKE AN IMPACT

*In all endeavors, effect positive and sustained outcomes that make our region thrive.*

## BE COURAGEOUS

*Have confidence that taking deliberate, bold and purposeful risks can yield new and valuable benefits.*

## Southern California Association of Governments

Nearly fifty years ago cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments (SCAG) for the purpose of fulfilling federal intergovernmental planning mandates, including managing a “continuing, cooperative, and comprehensive” regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties as well as 191 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscapes have changed substantially due to increased population, now spanning more than 19 million people.

Today, the region has grown to include five county transportation commissions, five regional air quality management districts, 14 sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 191 cities in the region are member agencies of SCAG. Current regional planning and policy setting responsibilities of SCAG include the areas of air quality, housing, movement of goods, traffic congestion, transportation, water quality, and solid waste disposal planning, among others.

Decision-making occurs through SCAG’s Regional Council (RC), a government body composed of 86 city, and county elected officials and transportation commissioners. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation, and 14 sub-regional Councils of Governments (COGs) that represent SCAG’s member cities and counties.

SCAG headquarters are in the hub of busy downtown Los Angeles, at Figueroa and 7th streets in a multi-use hotel and office complex that features state-of-the-art architecture and technology. For ease of commuting, the LA office is located across the street from the Metro Red Line 7th Street Station and is easily accessible by commuter trains and buses serving surrounding areas.





## The Position

The Chief Financial Officer (CFO) position has become vacant due to a recent retirement.

This at-will position, under general administrative direction of the Chief Operating Officer, is responsible for planning, directing, managing, and overseeing the activities and operations of the Finance Division, comprised of 22 staff (including 3 managers) in the Accounting, Contracts Administration, and Budget and Grants Departments. The CFO will provide highly responsible and complex strategic and management support to the Executive Director and Executive Team. The CFO will coordinate assigned services and activities with other SCAG departments, elected officials, member agencies, and outside organizations.

## Key responsibilities include:

- Assume executive leadership and management responsibility for all Finance Division services and activities including accounting, budget, contracts, grant management, and risk management.
- Direct, plan, manage, and coordinate the development and implementation of division goals, objectives, policies, and priorities as described in the Overall Work Program; establish, within SCAG policy, appropriate service and staffing levels and allocate resources accordingly.
- Develop departmental and program area objectives that align with the agency's strategic goals; manage and oversee the successful implementation and completion of objectives; ensure that appropriate and adequate resources are available and assist with identifying and resolving issues.
- Provide leadership for developing, monitoring, and evaluating financial-related operations, processes, and procedures that enhance organizational effectiveness; facilitate departmental and agency-wide process evaluation and improvement initiatives; and direct the successful implementation of changes.
- Seek out and foster strong partnerships and collaboration between the Finance Department Managers and other departments and program areas; foster opportunities to develop the Finance Division's role as an essential business partner throughout the agency.
- Contribute as an active participant in SCAG's management team for the development of strategic planning efforts and in addressing policy and management issues.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of improvements.
- Develop and lead a high performing management team; monitor, evaluate, and promote team by providing opportunities for training and professional development.
- Oversee the development and administration of the SCAG and Finance Division budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; and direct the preparation of and implements budgetary adjustments as necessary.
- Update and refine the annual budget development process, working with SCAG management, the subregions, and the Administration Committee.
- Provide information, data, and analysis to SCAG management, the subregions, and the administration to establish budget priorities.
- Manage and coordinate preparation of the Annual Draft and Final Budget including development of sub-regional projects, task narratives, line item budgets, SCAG operating budget, and indirect cost allocation plan; coordinate the development of the Annual Budget Guidelines and Outline.





## The Ideal Candidate

The ideal candidate for the Chief Financial Officer position will be an individual that has both big picture vision and is able to establish credibility as a decisive, results-oriented, hands-on professional committed to excellence, independence, transparency, and fiscal accountability. This top candidate will also have exceptional analytical skills complemented by critical thinking and high emotional intelligence.

This top individual will intuitively support a collaborative and transparent organizational culture that is committed to providing outstanding customer service. As the administrator of SCAG's finances, this key contributor will work closely with the Chief Operating Officer and Executive Director to formulate and implement organization-wide fiscal and administrative policies and, as needed, know how to evaluate the on-going cost effectiveness of operations. Significant important emphasis will be focused on grant administration, workflow process improvement in the departments, and overall compliance for both federal and state funding sources.

This highly qualified executive will naturally embrace a team effort, spark action, deliver timely results, and incorporate a pro-active approach that will be well received by the organization as a whole and the SCAG's Executive Leadership Team.

Additionally, this ideal candidate will be an exceptional listener, communicator, and an accomplished presenter in a public forum with the ability to build strong relationships, engender trust, and, when needed, effectively drive change. The CFO will meet with and present to various committees and the Regional Council regarding the SCAG's finances and financial proposals to transparently convey the financial needs of the organization. The CFO will also be both diplomatic and decisive with a willingness to drive innovation and entrepreneurial excellence in a public agency. Equally important, the CFO will also be able to provide alternatives and options and be an open and honest broker with a respect for dealing with confidential and sensitive matters.

### Personal traits and characteristics:

- **Confident and engaging professional** with outstanding communication, interpersonal, and leadership skills with a passion for incorporating best practices in a public agency.
- A strategic and forward-thinking financial advisor who is **able to operate at a high-level yet is very involved in day-to-day fiscal operations.**
- A personal style that **encourages gender equity** as well as **embraces diversity** in the workplace.
- Able to **motivate others**, instilling an eagerness to achieve goals and fosters a culture of inclusion, successfully guiding the financial health of the organization going forward.

## Desired Qualifications

### Knowledge of:

- Auditing and accounting standards as prescribed by the Institute of Internal Auditors and Institute of Certified Public Accountants including General Accepted Accounting Principles (GAAP), General Accounting Standards Board (GASB) and General Accounting Auditing Standards (GAAS);
- Operational characteristics, services, and activities of a comprehensive financial management program;
- Grant funding and administration; public trust funds such as California Employer's Retiree Benefit Trust (CERBT);
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Modern and complex principles and practices of financial program development and administration; political and legislative processes;
- Advanced principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; and
- Pertinent Federal, State, and local laws, codes, and regulations.

### Ability to:

- Provide administrative, management, and professional leadership and direction for the Finance Division;
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient financial management services;
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative personnel; delegate authority and responsibility; and select, supervise, train, and evaluate staff;
- Identify and respond to community and Regional Council issues, concerns, and needs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner; prepare clear and concise administrative and financial reports;
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work.

## Compensation and Benefits

The annual salary range for the CFO position is \$213,866 to \$278,054 and will be based on qualifications and experience. SCAG offers a competitive benefits program, which will include:

- **Cell Phone:** SCAG offers a cell phone allowance of up to \$100 per month.
- **Retirement:** All new hires become members of the California Public Employees' Retirement System (CalPERS). New CalPERS members will be enrolled in the defined benefit formula of 2% @ 62 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Classic members will be enrolled in the defined benefit formula of 2% @ 55 years. SCAG pays the employee's 7% contribution for Classic CalPERS members. Employees do not pay into Social Security.
- **Deferred Compensation Plan:** ICMA 457 Deferred Compensation Plan is available and SCAG provides a 50% match of the employee's biweekly contribution up to \$3,500 per year.
- **Health Insurance Coverage:** Employees may choose from seven HMO and three PPO CalPERS health plans. SCAG offers a cafeteria plan with a maximum of \$9,600 annually towards medical premiums. \$800/month towards insurance premiums.
- **Dental and Vision:** SCAG has two dental plans (Delta Dental PPO and DHMO) and a vision plan (VSP). SCAG pays 100% of the cost for dental and vision for all employees and their dependents.
- **Life and AD&D:** Life insurance in the amount of \$150,000 is provided by SCAG.
- **Disability Insurance:** Short-term and long-term disability insurance plans are provided by SCAG.
- **Holidays:** A total of 14.5 paid holidays – 9 designated and 5.5 (44 hours) floating are provided per fiscal year. New employees receive 11 personal floating holiday hours per full quarter.
- **Vacation:** Starting at 160 hours of vacation per year.
- **Sick Leave:** Employees accrue sick leave at the rate of 1 day (8 hours) per month (or 96 hours per year). Up to half (48 hours per year) may be used for Family Sick.
- **Paid Parental Leave:** 12 weeks paid family leave. Employees become eligible for this benefit after 12 months of employment at SCAG.
- **Bereavement Leave:** Up to 10 days for immediate family; up to 5 days for extended family.
- **Employee Assistance Plan:** SCAG offers an Employee Assistance Plan through Morneau Shepell.
- **Flexible Spending Account (FSA):** A tax-exempt savings plan is offered to pay eligible expenses associated with parking expenses, health, and dependent care.
- **Professional Memberships:** SCAG encourages professional development. SCAG reimburses employees up to \$300 per fiscal year towards professional membership dues that are either directly related to the employee's current SCAG position or career growth.
- **Tuition Reimbursement:** All regular and at-will employees are eligible to participate in the tuition reimbursement program after 1 year of employment. SCAG's current maximum for reimbursement is \$5,642 per calendar year.
- **Telework:** SCAG's commitment to supporting staff includes providing a flexible working environment and the ability to telework. Telework allows employees to work offsite, often from home, at the discretion and approval of the supervisor.



## Qualifying Experience and Education

**Experience:** Ten years of progressively responsible professional experience in financial management including five years of management experience. Experience in public sector preferred.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field. A Master's degree is desirable.

**Certificate:** While a CPA license is not required it is desirable and may be considered a plus for top applicants based on overall career experience.

All highly qualified candidates with either direct career experience in the public sector or supporting the public sector through a private sector employer (consulting, transportation / planning, or CPA firm, etc.) are strongly encouraged to apply for this outstanding opportunity.



## To Be Considered

Candidates are required to submit a comprehensive résumé and a compelling cover letter immediately for optimal consideration. Electronic submittals may be sent to: [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Confidential inquiries should be directed to Ms. Heather Renschler, Ralph Andersen & Associates at (916) 630-4900 or request an appointment to discuss further by contacting [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

***This recruitment will be considered open and continuous and will close when a pool of highly qualified applicants has been received. Candidates are encouraged to apply early in the process for optimal consideration. Review of applicants will be upon receipt of submitted material and is expected to be well underway by August 7, 2020. This position is open until filled.*** Professional references will not be contacted until mutual interest has been established. Following the results of this interview, a few select individuals will be invited to interview with the Chief Operating Officer and other members of the Executive Leadership Team of SCAG.

## ***Equal Employment Opportunity***

*SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, and sexual orientation.*



# Member Agencies

## Member Cities

- Adelanto
- Agoura Hills
- Alhambra
- Alisa Viejo
- Anaheim
- Apple Valley
- Arcadia
- Artesia
- Avalon
- Azusa
- Baldwin Park
- Banning
- Barstow
- Beaumont
- Bell
- Bell Gardens
- Bellflower
- Beverly Hills
- Big Bear Lake
- Blythe
- Bradbury
- Brawley
- Brea
- Buena Park
- Burbank
- Calabasas
- Calexico
- Calimesa
- Calipatria
- Camarillo
- Canyon Lake
- Carson
- Cathedral City
- Cerritos
- Chino
- Chino Hills
- Claremont
- Coachella
- Colton
- Commerce
- Compton
- Corona
- Costa Mesa
- Covina
- Cudahy
- Culver City
- Cypress
- Dana Point
- Desert Hot Springs
- Diamond Bar
- Downey
- Duarte
- Eastvale
- El Centro
- El Monte
- El Segundo
- Fillmore
- Fontana
- Fountain Valley
- Fullerton
- Garden Grove
- Gardena
- Glendale
- Glendora
- Grand Terrace
- Hawaiian Gardens
- Hawthorne
- Hemet
- Hermosa Beach
- Hesperia
- Hidden Hills
- Highland
- Holtville
- Huntington Beach
- Huntington Park
- Imperial
- Indian Wells
- Indio
- Industry
- Inglewood
- Irvine
- Irwindale
- Jurupa Valley
- La Canada Flintridge
- La Habra
- La Habra Heights
- La Mirada
- La Palma
- La Puente
- La Quinta
- La Verne
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Elsinore
- Lake Forest
- Lakewood
- Lancaster
- Lawndale
- Loma Linda
- Lomita
- Long Beach
- Los Alamitos
- Los Angeles
- Lynwood
- Malibu
- Manhattan Beach
- Maywood
- Menifee
- Mission Viejo
- Monrovia
- Montclair
- Montebello
- Monterey Park
- Moorpark
- Moreno Valley
- Morongo Band of Mission Indians
- Murrieta
- Needles
- Newport Beach
- Norco
- Norwalk
- Ojai
- Ontario
- Oxnard
- Palm Desert
- Palm Springs
- Palmdale
- Palos Verdes Estates
- Paramount
- Pasadena
- Pechanga Band of Luiseño Indians
- Perris
- Pico Rivera
- Placentia
- Pomona
- Port Hueneme
- Rancho Cucamonga
- Rancho Mirage
- Rancho Palos Verdes
- Redlands
- Redondo Beach
- Rialto
- Riverside
- Rolling Hills
- Rolling Hills Estates
- Rosemead
- San Bernardino
- San Buenaventura
- San Clemente
- San Dimas
- San Fernando
- San Gabriel
- San Jacinto
- San Juan Capistrano
- San Marino
- Santa Ana
- Santa Clarita
- Santa Fe Springs
- Santa Monica
- Santa Paula
- Seal Beach
- Sierra Madre
- Signal Hill
- Simi Valley
- South El Monte
- South Gate
- South Pasadena
- Stanton
- Temecula
- Temple City
- Thousand Oaks
- Torrance
- Tustin
- Twentynine Palms
- Upland
- Vernon
- Victorville
- Villa Park
- Walnut
- West Covina
- West Hollywood
- Westlake Village
- Westminster
- Westmoreland
- Whittier

## Member Counties

- Imperial County
- Los Angeles County
- North Los Angeles County
- Orange County
- Riverside County
- San Bernardino County
- Ventura County

## Sub-Regional Organization Members

- Arroyo Verdugo Subregion
- City of Los Angeles
- Coachella Valley Association of Governments (CVAG)
- Gateway Cities Council of Governments (GCCOG)
- Imperial County Transportation Commission (ICTC)
- Las Virgenes Malibu Council of Governments
- North Los Angeles County
- Orange County Council of Governments (OCCOG)
- San Bernardino Council of Governments (SBCOG)/  
San Bernardino County Transportation Authority (SBCTA)
- San Fernando Valley Council of Governments (SFVCOG)
- San Gabriel Valley Council of Governments (SGVCOG)
- South Bay Cities Council of Governments (SBCCOG)
- Ventura Council of Governments (VCOG)
- Western Riverside Council of Governments (WRCOG)
- Westside Cities Council of Governments (WCCOG)