



City of Commerce Director of Finance & City Treasurer

Are you a Finance Director looking for a change? Or an Assistant Finance Director ready to take the next step? The City of Commerce is seeking a technically sound and experienced financial leader to manage and oversee the City's financial operations as **Director of Finance & City Treasurer**. If you are a collaborative, adaptable, and open-minded individual who learns quickly, leads by example, and is not afraid to roll up your sleeves to get the job done, then you are encouraged to apply.

Learn more within.



ABOUT THE CITY OF COMMERCE

The Community

Incorporated in 1960, the City of Commerce is a vibrant industrial city in the heart of Los Angeles County, which has become both a shopping destination and regional center of employment with 1,800 businesses, including the popular Commerce Casino. Located six miles east of downtown Los Angeles, the City of Commerce serves a community of 13,000 residents and a daytime population of 50,000.

The City offers an abundance of services to enhance the quality of life, including four city libraries, four city parks, and the highest level of public safety and fire protection with three fully-equipped fire stations to serve the community.

While Commerce is a notable industrial City, its attention to the quality of life for residents is always at the forefront of its growth objectives. Community events like movies in the park, youth programs and holiday events are all ways Commerce prioritizes the community.

The Government

The City of Commerce operates under a Council-Manager form of government with five City Council members who serve four-year terms, elected by the residents of Commerce. The City Council selects a City Manager who serves as the administrative head and is responsible for advising and implementing the financial policies and capital improvement needs set forth by the City Council. The City Manager utilizes a team to manage the municipal operations with an operating budget of nearly \$60 million and employs 153 full-time and 210 part-time employees.

COMMERCE BY THE NUMBERS



Finance Department Budget FY 2024

\$2.1 MILLION



\$560,500

Median Home Value



Average Age of Residents

37 YEARS



Average Income

\$66,071



Day Population

50,000



Current Population

13,000

ABOUT THE FINANCE DEPARTMENT

The Finance Department manages the City's financial affairs through accounting, auditing, treasury, business licenses, purchasing and information technology. The department is committed to maintaining sound and conservative financial practices to ensure the City's ability to provide cost-effective services to the community. The department is made up of four divisions: Administration, Accounting, Purchasing and Information Technology.

The Administration Division

The Administration division provides advice and analysis on financial matters that affect the City. The division prepares the Annual Budget and the Annual Comprehensive Financial Report (ACFR) and is responsible for overseeing all department staff and activities. The Administration division also manages the City's investments, budget and fiscal reporting, auditing and taxes, all while providing support to the City Council and City Manager.

The Accounting Division

The Accounting division is responsible for maximizing the cost-effectiveness of budgeted funds, audit control over purchases, bidding compliance and managing procurement policies and procedures.

The Purchasing Division

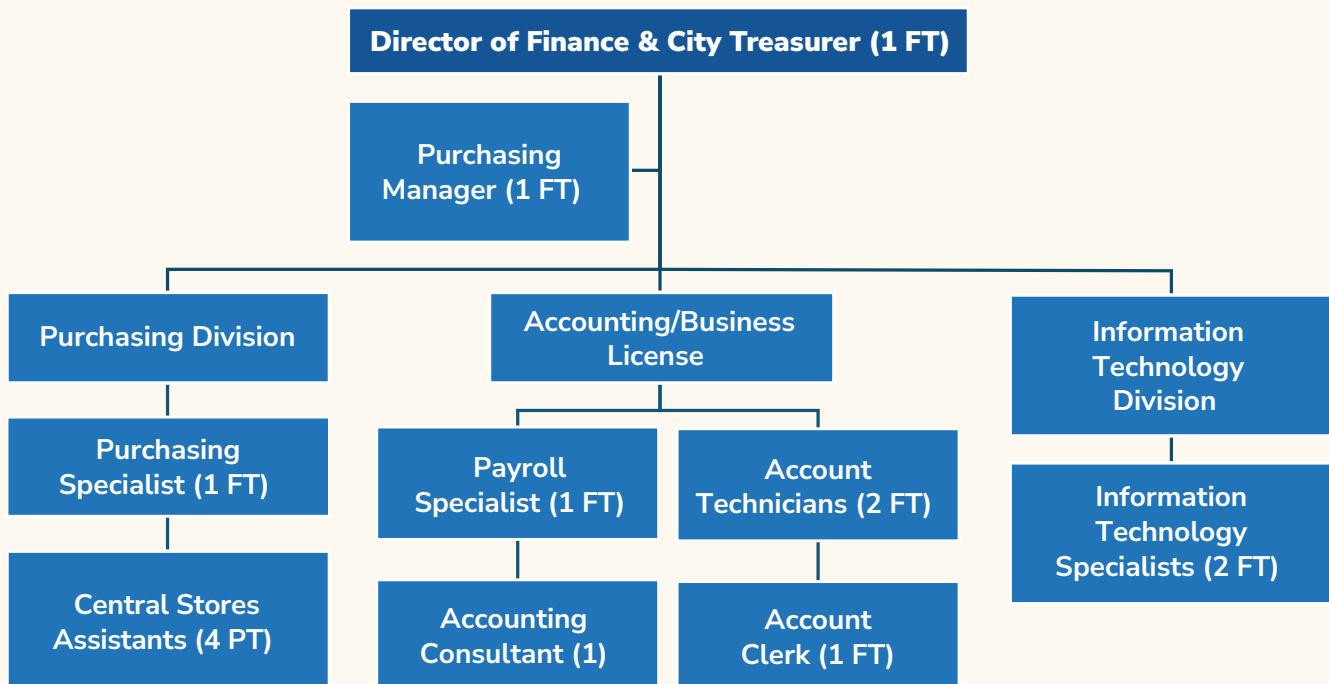
The Purchasing division's responsibilities include maximizing cost effectiveness of budgeted funds, audit control over purchases, bidding compliance, timely vendor disbursement and managing procurement policies & procedures.

The Information Technology Division

The Information Technology division controls, reviews and administers the City's accounting system and financial functions in accordance with the Governmental Accounting Standards Board. The division also provides general grant and capital project accounting services while assisting with financing, annual budgets and special projects, at the direction of the Director.

[View Commerce's Adopted Budget & Financial Reports](#)

FINANCE DEPARTMENT ORGANIZATIONAL CHART 2023-24



ABOUT THE POSITION — DIRECTOR OF FINANCE & CITY TREASURER

The Role

Under limited supervision of the City Manager, the Director of Finance & City Treasurer is responsible for the operations of the Finance Department. Key responsibilities include, but are not limited to:

- Leadership and Department Operations:** Direct and oversee the operations of the Finance Department, including accounting, budgeting, financial reporting, audit coordination, and business licensing. Manage day-to-day activities, prioritize tasks, and mentor department staff to develop their skills and enhance department culture.
- Strategic Financial Management:** Provide expert guidance on financial strategies and ensure the integrity of financial practices to safeguard the City's assets.
- Financial Planning, Reporting and Compliance:** Lead the City's financial reporting and budgeting functions, ensuring that financial planning aligns with City goals and objectives. Ensure adherence to Federal, State, and City fiscal regulations and provide interpretations and recommendations on financial policies.

[Read the full job description](#)

The Ideal Candidate

The Director of Finance & City Treasurer will bring a strategic vision, a passion for public service and a strong understanding of government finance. They will take their leadership role beyond project oversight, acting as a working manager side-by-side with the operating staff. They will also be an experienced financial leader with the ambition to reshape and build up the Department for the most optimal functionality and execution. The City of Commerce team prioritizes a healthy work environment in tandem with efficient work; the ideal candidate can take trials in stride and maintain a good sense of humor.

Qualification Requirements

- Experience:** 5+ years of public sector accounting and management experience.
- Education:** Bachelor's Degree in Accounting, Finance, Business Administration, or a related field. CPA certification is preferred.
- Requirements:** Must possess a valid California Driver's Licence.





COMPENSATION AND BENEFITS

The monthly base salary range is \$14,241.71 - \$17,351.99 depending on experience and qualifications

- **Retirement:** PERS 2% at age 55 for Classic members and 2% at age 62 for PEPRAs employees. The City of Commerce participates in Social Security.
- **Health Insurance:** The City pays 100% of the monthly premium for "Region 2" Blue Shield Access+ health rates, including the PEMCHA minimum contribution published by CalPERS for the employee and their dependents.
- **Life Insurance:** Group Basic Life and Accidental Death & Dismemberment Insurance policy in an amount equal to an annual salary up to \$150,000. Additional coverage is available at the employee's expense.
- **Dental & Vision:** The City pays 100% of the monthly dental and vision premium for the employee and their dependents.
- **Holidays:** 12 City holidays annually.
- **Vacation:** Executive Management employees range from 96-200 hours per year based on length of service, with a maximum accrual of 480 hours.
- **Sick Leave:** Employees can accrue 8 hours of sick leave for each full month of continuous service.
- **Car Allowance:** The City provides a \$500 stipend.
- **Annual City paid comprehensive "Whole person Examination" from Scripps**
- **Optional Cell Phone Stipend/Reimbursement** (up to \$80 per month)
- The City shall contribute \$25 per pay period to employee's deferred compensation plan in addition to matching the employee's contribution in an amount not to exceed 3% of the employee's gross salary contribution per pay period
- **Pre Tax Flexible Spending Accounts**
- **Severance Pay**
- **Administrative Leave:** 80 hours of leave per year.
- **4/10 work week**

[See the full benefits package here](#)





How To Apply

To be considered for this position, please submit your resume and cover letter to Christine Martin at Talent@TripepiSmith.com by **October 25, 2024**.

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

City of
COMMERCE
California

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