The City of Palos Verdes Estates invites you to apply for

FINANCE DIRECTOR

TRIPEPI SMITH
—TALENT SOLUTIONS—

Are you an experienced municipal finance professional ready to take the next step? The City of Palos Verdes Estates is looking for its next Finance Director! In this role, you will be a hands-on mentor to the finance team and bring innovation to modernize processes and prioritize efficiency. As Finance Director, you have the autonomy to shape the future of the fiscal procedures for the City for years to come.

This isn't just a career opportunity—it's a chance to be a part of a community, build a legacy and make a lasting impact. If you're ready to bring leadership and a fresh perspective to a small city with a large canvas, we invite you to join us in sculpting the tomorrow of Palos Verdes Estates.

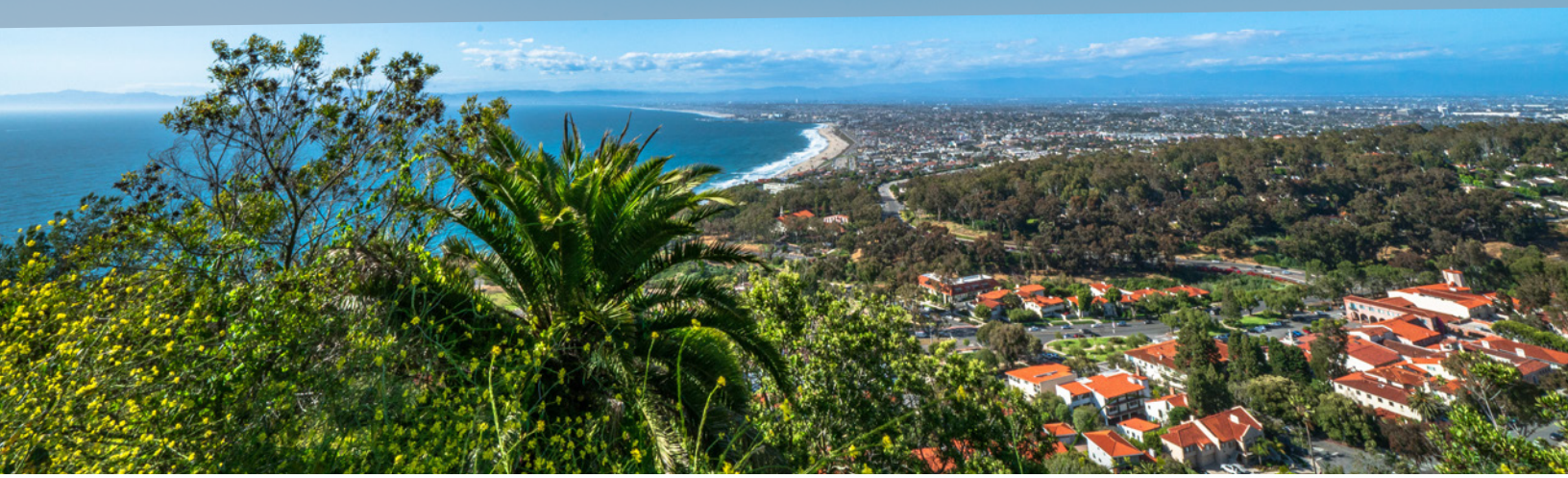
Learn more within.

ABOUT PALOS VERDES ESTATES

The City of Palos Verdes Estates (PVE) is a beautiful coastal city with some of the best scenic views in all of Los Angeles County. PVE is an ideal location with low crime rates and housing density, preserved open space, rural character and endless outdoor activities. As the heart of the South Bay with numerous coves and easy local beach access, the community is a popular spot for beachgoers. The rolling hillsides offer picturesque hiking, while established neighborhoods combine scenic charm with a small-town flare. Residents contribute to a strong sense of community with many local events, community organizations, and neighborhood activities.

In addition to outdoor activities and beautiful views, PVE has multiple institutions that are integral to the community culture. As the oldest of the four cities on the Palos Verdes Peninsula, PVE is home to three architectural sites that have been officially named to the National Register of Historic Places including the Malaga Cove Plaza, Farnham Park Fountain and Mirlo Gate Lodge Tower. The Palos Verdes Golf Club, Palos Tennis Club, Palos Verdes Stables and Palos Verdes Beach and Athletic Club are all popular areas for residents to spend their time and connect with their community through activities ranging from horseback riding to golfing.

Palos Verdes Estates has something to offer everyone. With breathtaking ocean views and stunning natural landscapes, Palos Verdes Estates is continually recognized as one of the most desirable places to live in southern California, making it an ideal place to live, work and play.



THE FINANCE DEPARTMENT

The Finance Department plays a vital role in the City's financial health, overseeing daily operations to long-term fiscal planning. This team manages core financial functions, including budgeting for operations and capital projects, financial forecasting, policy development and investment oversight. The department also ensures smooth financial system administration and banking support.

The Department, led by the Finance Director, is a small but dedicated and experienced team of one full-time senior accountant and two full-time analysts. The Department is responsible for managing the City's financial operations, including payroll and vendor payments, annual budget oversight, and long-term capital planning.

As the City's financial steward,

THE FINANCE DIRECTOR PLAYS A CRUCIAL ROLE IN:

- **Managing City Finances –** Overseeing revenues, expenditures, fund balances and compliance with financial regulations.
- **Providing Strategic Leadership –** Advising the City Council and departments on financial planning, economic trends and budget priorities.
- **Enhancing Processes –** Developing and recommending improvements to financial policies, internal controls and accounting procedures.
- **Leading and Working with a High-Performing Team –** Recruiting, mentoring and managing finance staff to support the City's mission.
- **Department Liaison to the Community –** Representing the City in meetings, addressing resident inquiries and ensuring transparency in financial matters.

See the full job description here.

ABOUT THE POSITION

THE ROLE

Are you a strategic financial leader looking to make an impact in a vibrant coastal community? The City of Palos Verdes Estates is seeking a Finance Director to oversee the City's financial operations, ensuring fiscal sustainability and excellence.

Reporting to the City Manager, the Finance Director is a key member of the executive team, responsible for managing the City's financial health through budgeting, auditing, business licensing, payroll, investments, purchasing and revenue collection. This role requires an innovative professional who can develop and implement financial strategies, provide expert guidance to City leadership and engage with the community on financial matters.

THE IDEAL CANDIDATE

The City of Palos Verdes Estates is looking for a strong, collaborative and progressive leader to modernize and elevate its Finance Department. This is a hands-on role that requires both technical expertise and strategic vision. The ideal candidate is detail-oriented, proactive and thrives in a team-oriented environment. With a high level of autonomy, the Finance Director will have the opportunity to directly influence department operations, drive innovation and implement intentional change. Candidates with municipal finance experience will be well-equipped to enhance the City's financial practices and long-term sustainability.

See the full job description here.

KEY TRAITS FOR SUCCESS

- **Communicative and Transparent:** The ideal candidate will be approachable, transparent and proactive in their communication. With a strong customer-service mindset, they will be responsive to residents' concerns and inquiries. They will clearly articulate City Council goals, transparently outline actionable plans and ensure that both staff and the community are well-informed about progress and outcomes.
- **Collaborative:** The ideal candidate will excel in building consensus and fostering teamwork across City departments and with external agencies. They will cultivate relationships with City staff, the City Council, public agencies, boards, commissions and the community, ensuring alignment and effective collaboration on shared goals.
- **Lead by Example:** The ideal candidate will be passionate, not just about finance, but also about mentoring and leading a team. They must be willing to be a 'working-manager', hands-on and consistently involved in the department's operations. They must also have the ability to cultivate collaborative cross-department relationships, providing excellent internal customer service.
- **Innovative:** The ideal candidate will bring a strategic and creative mindset to the Finance Department to help modernize and refresh current systems and processes to make efficiency, fiscal responsibility and long-term sustainability a top priority amongst the team.

QUALIFICATIONS & REQUIREMENTS

Experience and Education

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED (required).
- Bachelor's degree in accounting, finance, business administration, or related field (required).
- Master's degree in business or public administration or related field (preferred).
- At least five years of progressively responsible experience in accounting and financial work (required) – municipal finance preferred.
- At least three years in a supervisory capacity (required).

Licenses, Certificates and Special Requirements

- Class C California Driver's License, acceptable driving record and evidence of insurance.

COMPENSATION & BENEFITS

The annual base salary range is $149,808 - $192,600 with a COLA (cost of living adjustment) of up to 3% effective July 2025, 2026 and 2027.

- **Medical:** The City contributes $1,773 towards medical and dental insurance. Medical options include Blue Shield PPO and EPO; Kaiser HMO.
- **Dental:** Delta Dental PPO or MetLife HMO.
- **Vision:** VSP PPO; 100% paid for employees.
- **Retirement:** CalPERS enrollment in which classic members receive 2% at age 55 and new members 2% at age 62. Mission Square 401K and 457 Plans.
- **Vacation:** 96 hours per year and increasing to 160 hours as tenure increases.
- **Holiday Leave:** 8 paid holidays per year.
- **Floating Holidays:** 2 floating holidays per year.
- **Sick Leave:** 96 hours per year.
- **Administrative Leave:** 108 hours per year.
- **Paid Jury Duty:** Maximum of 10 days.
- **Vehicle Allowance:** $375 per month.
- **Merit Adjustment:** as eligible, up to 2%.
- **Cell Phone Allowance:** City-issued cell phone.
- **Other Benefits:** City paid Life Insurance, AD&D / Critical Illness, Short Term / Long Term Disability and Employee Assistance Program. Voluntary Flexible Spending Plans and AFLAC insurances.
- **Prior Service Credit:** Upon completion of five (5) years of service as Management-Administration employees with the City of Palos Verdes Estates, any service credit earned by the employee in CalPERS or a reciprocal pension system prior to employment at the City of Palos Verdes Estates will be counted as service time in the City of Palos Verdes Estates for the purposes of administering vacation accrual and retiree medical benefits.
- **Office Schedule:** 4/10 work schedule with three-day weekends!
- **Local School District Enrollment:** Option to enroll children in #2 ranked District in LA County, even if residing outside of the City.

See the full benefits package.

HOW TO APPLY

To be considered for this position, please immediately submit your application at **www.governmentjobs.com/careers/pvestates/jobs/4503114** by **5 p.m. PDT on Monday, May 5, 2025.**

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.

RECRUITMENT TIMELINE

Application Deadline: May 5, 2025

Tentative First Round Interviews: Week of May 19, 2025

Tentative Second Round Interviews: Week of May 26, 2025