The City of Westminster
invites you to apply for

Assistant Finance Director

Are you a seasoned California municipal finance professional with a strong technical accounting foundation who takes pride in ensuring fiscal accountability, transparency and accuracy?

The City of Westminster is seeking an Assistant Finance Director with an accounting background ready to step into a highly engaged, hands-on leadership role. This role steers day-to-day operations, drives long-term fiscal planning and ensures seamless regulatory compliance.

This is a unique opportunity to oversee core finance and technical accounting functions, including the annual comprehensive financial report, audit coordination, financial statement preparation, budgeting and treasury operations. The ideal candidate brings deep expertise in municipal accounting, preferably with a Certified Public Accountant (CPA) credential, and understands the full scope of operations. The City is looking for a dependable and detail-oriented individual who leads by example and sets a high standard of excellence.

About the City of Westminster

The City of Westminster is a vibrant and culturally rich community located in the heart of Orange County. The City is internationally recognized as the home of Little Saigon, one of the largest Vietnamese communities outside of Vietnam, and serves as a major center for culture, commerce and entrepreneurship. With more than 700 businesses and nearly $1 billion in annual economic activity, Little Saigon reflects Westminster's strong small business environment and its role as a regional destination for residents and visitors alike.

Westminster offers a unique opportunity for professionals seeking meaningful public service in a diverse and evolving community. The City actively invests in economic development, community programming and neighborhood enhancements, including ongoing initiatives to strengthen its cultural districts and support local businesses. Its central location provides convenient access to major employment centers, beaches and regional attractions across Orange County, making it both a dynamic workplace and an attractive place to live.

Why work for us?

Working for the City of Westminster means joining a team that values purpose and real-world impact. The City offers a bold and evolving work environment where public service professionals are encouraged to think creatively, contribute ideas and help shape the future of the organization while serving a dynamic and engaged community.

Employees here are trusted to take ownership of their work and are empowered to make meaningful contributions. The City encourages a collaborative and hands-on approach, where staff play an active role in improving processes, advancing initiatives and driving continuous improvement. Individual perspectives are valued and teamwork is essential, creating an environment where innovation, accountability and consistency all play a role in achieving success.

The Finance Department

The Finance Department provides essential financial services that support both internal operations and public-facing programs. With a team of 12 staff members, the department manages a wide range of responsibilities that are critical to keeping the organization running smoothly and in compliance with applicable regulations.

Core functions of the department include payroll, purchasing, utility billing, business licensing and all accounting-related activities. The work is highly detail-oriented and requires strong technical expertise, particularly in municipal accounting practices. From processing transactions to maintaining accurate financial records, the team plays a key role in ensuring the accuracy and integrity of the City's financial records.

In addition to its technical responsibilities, the department is heavily involved in daily operations, working closely with other departments and interacting with the public through utility billing and business licensing. This creates a fast-paced environment where responsiveness, organization and customer service are essential.

Our Values

- Customer Service
- Loyalty
- Innovative Partnerships
- Integrity
- Pride
- Environment
- Participation
- Employees
- Responsibility
- City Council
- Innovation

Fun Fact: Westminster is the home of the largest and oldest Little Saigon district in the United States.

The Position

As the Assistant Finance Director, you will serve in a key leadership role supporting the overall direction of the Finance Department, with a primary operational focus on directing accounting operations and financial reporting. This position blends advanced technical accounting expertise with hands-on management, helping ensure the City's financial records, audits and internal controls run smoothly. You will play an integral role in strengthening accounting processes and helping the department operate efficiently across a wide range of responsibilities.

Reporting to the Finance Director, you will:

- Assist in overseeing core financial functions, including accounting, payroll, accounts payable, purchasing, utility billing and business licensing
- Coordinate the administration and preparation of the City's annual comprehensive financial report, including the oversight of periodic financial reporting and ensure financial data is maintained in compliance with general accepted accounting practices
- Support the development and administration of the City's annual budget and Capital Improvement Program
- Help monitor financial activity, prepare reports and ensure accuracy with regulations and policies
- Coordinate and evaluate workflows, identifying opportunities to improve efficiency across functions
- Oversee and support staff, providing technical accounting guidance, training and performance management
- Assist with audits, financial analyses and the implementation of financial systems and process improvements
- Collaborate with departments to address operational needs and provide guidance with accounting and financial procedures
- Support and help carry out citywide strategic plan objectives as they relate to fiscal health and accounting integrity

Read the full job description here.

Our Ideal Candidate

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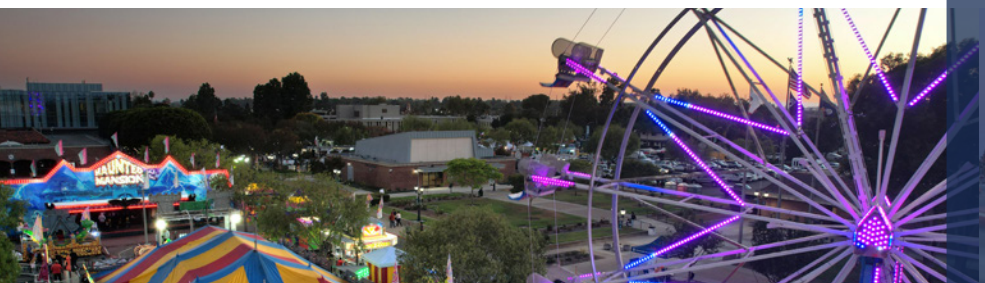
You're our ideal match if you're:

- A leader who is comfortable balancing high-level responsibilities with day-to-day involvement in accounting, maintaining a visible and supportive presence with staff
- Well-versed in municipal finance with strong accounting knowledge and attention to detail
- Reliable and accountable, following through on commitments and setting a high standard for data integrity and accuracy
- Adaptable and able to manage changing priorities and time-sensitive demands with a calm, solutions-focused approach
- A clear and practical communicator who can translate complex accounting and financial data for non-financial department heads
- Level-headed in challenging situations, with the ability to make thoughtful, well-informed decisions
- Able to manage multiple functions without losing focus, while remaining hands-on and engaged in the work
- Motivated to contribute long-term and take pride in the impact of your work



Qualifications

Education & Experience

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

- Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, economics, business or public administration, or a related field
- Five (5) years of management and/or administrative experience in municipal finance and accounting.

Licenses & Certifications

Possession of a Certified Public Accountant (CPA) is strongly preferred and highly desired.

Read the full job description here.

Compensation & Benefits

The annual salary for the Assistant Finance Director is **$141,485.40 to $180,575.16.**

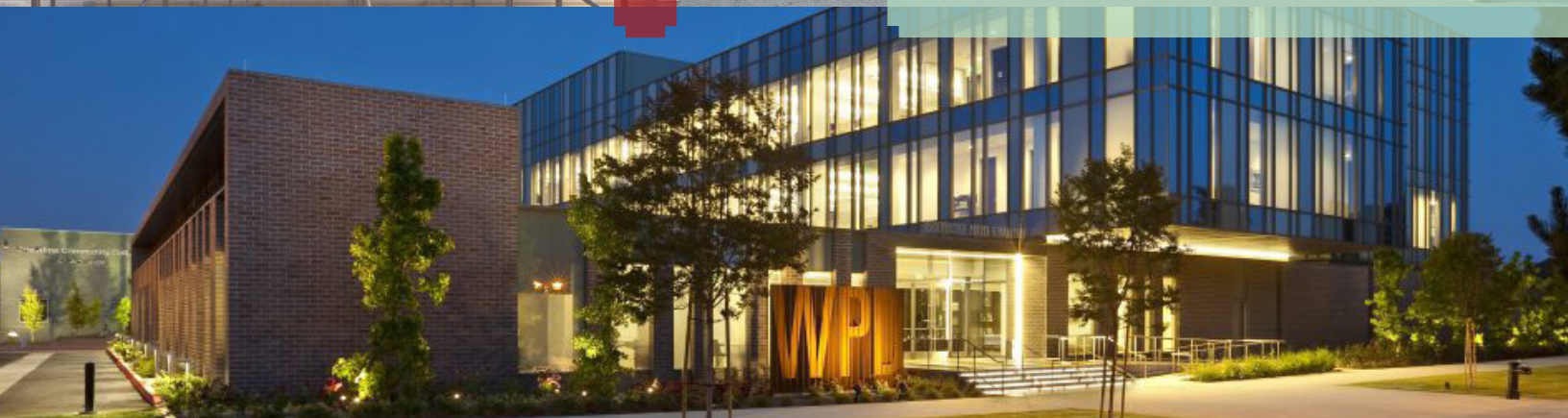
The City also offers an attractive benefits package:

- Flexible Benefit Bank: $1,600/month for medical, dental, vision and life insurance (+$400/month for CalPERS family medical; unused funds paid out)
- Retirement: CalPERS plan (2.0% @ 60 or 2.0% @ 62; employee contributes 7-8.25%; No Social Security)
- Paid Leave: 120 hours vacation first year (+8 hours/year up to 5 years), 11 holidays, 27 floating hours, 96 hours sick leave
- Leave Options: Vacation cash-out (2x/year) and sick leave cash-out (50%)
- Work-Life Flexibility: Flexible schedules (9/80, 4/10, 5/8/40; no hybrid)
- Insurance & Flexibility: City-paid long-term disability (66.6% salary, up to $10,000/month) and EAP
- Additional pay: Bilingual pay ($150/month) and longevity pay (2%-10% at 21-25 years)
- Other Perks: Cell phone reimbursement (up to $60/month) and flexible spending accounts

See the full benefits guide.

How to Apply

To be considered for this position, send your resume and cover letter to **Talent@TripepiSmith.com.** This position is open until filled with the **next review on Friday, September 18.**

Candidates may be screened for qualifications following the submission deadline.

Alexis Gillam, Executive Recruiter | **(213) 905 - 5671**