



MONO COUNTY

Director of Finance

Recruitment Services Provided by Ralph Andersen & Associates



Experience California's Eastern Sierra

The Community

Mono County, with a population of just 14,000 in an area of approximately 3,030 square miles, offers its residents and visitors a rural setting with some of the most spectacular scenery in California. The County, on the east side of the Sierra Nevada mountains near Yosemite National Park, comprises vibrant resort communities, wide-open spaces and wild places, rural hamlets, historic sites, museums, and even a ghost town. Much of Mono County is public land (the Inyo and Humboldt-Toiyabe National Forests), which provides the ultimate in outdoor recreational and tourism opportunities. The communities of Bridgeport and Mammoth Lakes (the only incorporated town) both occupy important roles in the daily affairs of Mono County.

Bridgeport is the historic county seat, and the 1881 Courthouse anchors the town. The bucolic Bridgeport Valley is bordered by the rugged Sawtooth Range and offers premier trout fishing. Annual events, such as the Bridgeport Rodeo and the old-fashioned Fourth of July Parade, provide residents and tourists with small town living at its best.

Mammoth Lakes, home to one of the largest ski areas in the country, is a four-season destination resort and, with 8,000 full-time residents, the County's population center. In addition to winter snow sports, summer activities and events such as hiking, mountain biking, golfing, tennis, concerts, and art festivals attract visitors from all over the world.

Some of the County's workforce is based in Mammoth, and the town offers numerous services and amenities. Mammoth Hospital is designated by the federal government as a Critical Access Hospital. The facility prides itself on personalized care, along with a professional, full-time, and board certified medical staff and highly qualified nursing staff. Cerro Coso Community College's Eastern Sierra College Center offers AA degrees, transfer programs, and professional training with in-seat and online classes. The Mammoth-Yosemite Airport (MMH) offers daily commercial air service to Los Angeles year-round, and seasonal air service to San Francisco, San Diego, and other destinations.

Additionally, the County has a number of other sites that make the region quite unique, and that demonstrate the incredible diversity of the landscape. In Northern Mono County, the communities of Topaz, Coleville, and Walker offer relaxed rural living and proximity to Nevada's Carson Valley. Bodie ghost

town, California's most visited State Park, is a reminder of the gold and silver boom of the late nineteenth century. Iconic Mono Lake, in the center of the County, is one of the western hemisphere's oldest lakes, and a draw for bird watchers and sightseers. Lee Vining, on its shore, serves as the eastern gateway to Yosemite, just 10 miles from Highway 395. Tucked away at the base of 10,909-ft Carson Peak, the scenic 14 mile June Lake Loop is a mountain hideaway. The area has been attracting outdoor enthusiasts and nature lovers dating back to Hollywood's discovery of June Lake in the 1920's. In Southern Mono County, Crowley Lake and Swall Meadows are residential communities with room to grow and big views, and the Tri-Valley in the eastern part of the County is an agricultural area at the base of the White Mountains.

County Governance Structure

A general law county, Mono County is governed by a five-member Board of Supervisors elected by the voters of each of the five supervisorial districts. The Board of Supervisors sets policy and deals with legislative matters pertaining to the County. The Board of Supervisors appoints the County Administrative Officer who is responsible for assisting the Board in conducting administrative affairs of the County. Ms. Leslie Chapman was recently appointed as the County Administrative Officer. The County Counsel is also appointed by the Board of Supervisors. Three other elected officials include the Sheriff-Coroner, Assessor, and District Attorney.

The services that Mono County provides are typical of other counties in California and include law enforcement, health and human services, public works, community development, probation, and property tax administration. These services are provided to the citizens of Mono County through a system of departments, commissions, and boards. The County has 301 authorized FTEs with 265 filled at this time.

Mono County provides services and programs that are funded from a number of revenue sources that include property taxes, permit fees, and state and federal monies. This year's estimated expenditures are \$67 million, which includes a FY 2015-2016 General Fund expenditure plan of \$35.7 million with an additional \$31.2 million from other funds, enterprise funds, and dependent special districts.

Finance Department

The Finance Department has a FY 2015-2016 budget of \$2.25 million and is staffed with 14 positions. The department is organized into two divisions.

- **Auditor-Controller Division:** This Division is responsible for protecting the assets of the County. The Auditor-Controller Division provides financial information, accounting and auditing services, along with advice and assistance to the Board of Supervisors, the County Administrative Officer, County departments, special districts, and the public. The Division monitors and assists in the preparation of the County's and special districts' budgets and ensures compliance with reporting and audit mandates. In addition to overseeing accounting functions of other County departments, this Division also prepares special district State reports and aids in the special district audits. Other functions include payroll processing, property tax calculations and administration, general ledger accounting, accounts receivable, accounts payable, contract maintenance and processing, control of capital assets, assisting in both the financial audit and Single Audit, and preparation and administration of Cost Allocation Plan and State-Mandated Costs.
- **Treasurer-Tax Collector Division:** The County Treasury is the depository for County, School District, special districts, and other agency funds. All banking functions are handled by the Treasurer. Investment services are provided to ensure maximum safety while achieving the highest possible rate of return on public funds reaching over \$68 million. The Tax Collector is responsible for the billing, collection, and accounting for all personal and real property taxes levied in the County. This Division is also responsible for collecting and managing the business license applications and renewals in the unincorporated area of Mono County and collecting and auditing all transient occupancy tax. It collects franchise tax, and other various taxes and special assessments. Other functions include conducting public auctions on tax defaulted properties. The Treasurer's office also performs all revenue billing and collections.

Specific goals of the Finance Department for this year include:

- Maintain fiscal discipline.
- Implement and convert payroll system to Innoprise with live employee entry and time-tracking.
- Implement Community Development, Work Management, Miscellaneous Account Receivable and Tax modules to Innoprise financial infrastructure.

- Continue to provide meaningful professional training for department personnel.
- Continue to meet all State, Federal, and other reporting and financial deadlines.
- Continue to refine collections effort to improve revenues.
- Continue to improve fiscal services provided to LTC, Community Development, and the Paramedic program.
- Maintain quality results in the Treasury Pool in a difficult economic market.

The Position

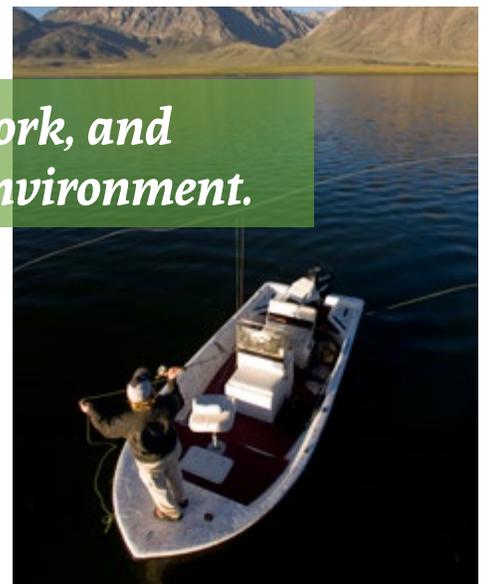
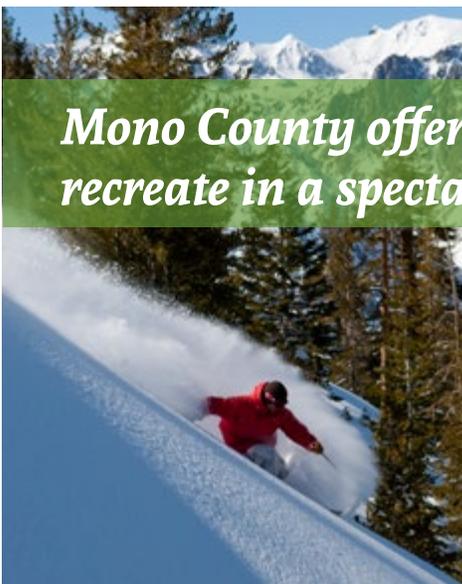
The Director of Finance position with Mono County is an outstanding career opportunity resulting when the previous incumbent, Leslie Chapman, was recently appointed as Mono County Administrative Officer. Ms. Chapman had served as Mono County's Director of Finance since 2013.

The Director of Finance is part of the County's Executive Management Team and will report directly to the County Administrative Officer. This position is required to take an active approach in recommending proper courses of action relative to County financing and have the ability to make effective decisions and provide clear recommendations and timely advice to the Board of Supervisors, the County Administrative Officer, and County departments including those under the direction of elected officials. Importantly, the Director of Finance will be strategically involved in a broad range of issues on a County-wide basis that will require sensitivity, confidentiality, integrity, best management practices, and common sense.

The Director of Finance will be expected to support a collaborative and transparent organizational culture and have a work ethic that promotes adherence to Generally Accepted Accounting Principles (GAAP), outstanding customer service, and on-going cost effectiveness for operations. As the administrator of the County's finances, the Director of Finance will also establish internal policies and assist the County's leadership in formulating and implementing County-wide fiscal policies.

This position has significant responsibility to establish and maintain contact with outside financial institutions, consultants, statewide organizations, and advisors, and keep abreast of practices and legislative issues impacting County operations.

Mono County offers an opportunity to live, work, and recreate in a spectacular and breath-taking environment.





The Ideal Candidate

The ideal candidate should have expertise in governmental finance and will need to demonstrate strong financial leadership and management skills. The Director of Finance will be comfortable working in a “hands-on” environment with experience in developing and updating, as appropriate, internal procedures to address the needs of the organization. This person will have a positive, collaboration leadership approach to problem solving on an organization-wide basis and have a vision for the development and implementation of strategies that will continue to improve the effectiveness and efficiencies of the Finance Department.

The Director of Finance will need to possess strong communication skills and have the ability to make effective presentations that provide non-finance audiences with the ability to understand complex finance issues. The top candidate will be a strategically oriented, self-assured individual with the ability to exercise a high degree of common sense and sound judgment. The Director of Finance will also need to be seen as open, honest, and direct, with a respect for dealing with confidential and sensitive matters.

The ideal candidate will possess the following attributes and have a record of success in the following areas:

- Strategic planning, finance, and budget development;
- Creating a work environment that is supportive of employees, and allows for and helps employees grow in their positions through mentoring;
- Providing alternatives to the County Administrative Officer and the Board of Supervisors, with the ability to carry out the financial decisions made;
- Knowledge of current trends and issues that affect and influence finance related matters in a public sector environment;
- A record of accomplishments in the preparation of financial reports including presentation of financial reporting systems that include a high degree of professionalism;
- Strongly committed to teamwork, and has a record of working cooperatively with other County employees; and
- A person who thinks “outside the box” by bringing vision and creativity to the organization.

Additionally, the ideal candidate will also have a high level of energy and initiative with the career maturity to work closely as a consultant to both elected and appointment department directors as well as the Board of Supervisors. Experience demonstrating sound judgment is critical to success. A hands-on approach and willingness to lead by example are required. This talented performer will be dynamic, self-reliant, and demonstrate his/her abilities with unquestionable personal integrity.

Education & Experience

Education: Requires a Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, finance, or a closely related field. A California CPA license is preferred and a Master's degree is highly desirable.

Experience: Substantial experience in fiscal management, accounting, and/or budget management, or closely related experience including management of professional staff. Experience working for a California public entity is strongly preferred although all highly qualified candidates are encouraged to submit career history and credentials for consideration. Private sector candidates must demonstrate a track record of significant interaction with public agencies to be considered in a top tier group for consideration.

The Compensation

The anticipated salary for this position is \$120,000 to \$140,000 depending on qualifications. Candidates with compensation near or exceeding this salary are encouraged to discuss specifics with Ralph Andersen & Associates. In addition to limited assistance on moving and relocation, Mono County provides an excellent benefit package for this position that includes the following:

- **CalPERS Retirement** – 2.5%@55 for current members of CalPERS; new members in CalPERS will be enrolled at 2%@62. The employee pays their 7% CalPERS contribution. Mono County ***does not*** participate in Social Security except for the mandatory Medicare deduction.
- **457 and 401(a) Plan** – A 3% contribution by employee to the County's 457 deferred compensation plan is matched by the County and contributed to a 401(a) Plan (graduated 6-year vesting period).
- **Health Insurance** – Eligibility is the first day of the month following the date of hire. County pays for the majority of the premium with the following employee contribution: \$25 per month for individual coverage; \$50 per month for employee plus one dependent; and \$100 for family coverage.
- **Dental/Vision** – Fully paid plans for both the employee and family.
- **Vacation** – Fifteen days per year, increasing after ten years of service.
- **Administrative Leave** – Ten days per calendar year.
- **Holidays** – Fourteen holidays per year plus two personal holidays.
- **Sick Leave** – Twelve days per year.
- **Life Insurance** – \$50,000 policy paid by the County.
- **Wellness Program** – The County pays a portion for membership at specified local health clubs.

To Be Considered

This is a ***confidential recruitment*** 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. Candidates are encouraged to ***apply by March 4, 2016***. This recruitment is considered open until filled. ***Electronic submittals are strongly preferred to Ralph Andersen & Associates via email at apply@ralphandersen.com*** and should include a compelling cover letter, comprehensive resume, and current salary.

Confidential inquiries welcomed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

Mono County is an equal opportunity employer.