

CAREER OPPORTUNITY

*Employment and Human Services Department*

# CHIEF FINANCIAL OFFICER

\$94,991 - \$115,375 DOE/DOQ  
negotiable within step range

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*Contra Costa County, California*





## Contra Costa County

is seeking a Chief Financial Officer (CFO) for their Employment and Human Services (EHS) Department. We are seeking a finance and accounting professional who has organizational leadership skills, financial acumen, strategic business thinking, technically savvy business strengths and experience with complex financial systems and programs in a health and human services organization. As EHS CFO you will be part of the department's executive team and a financial strategic business partner to the bureau chiefs and department Director.

## *The Department*

The Employment & Human Services Department is the second largest department in Contra Costa County. Our seven division Bureaus include: Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board, Administrative Services and Finance. We provide more than 60 programs that serve approximately 200,000 citizens who are in need of basic protection or support services. The majority of the services we provide are to children and families, the elderly, the disabled, as well as those on public assistance, to whom services are mandated by federal and state laws and local ordinances. As part of our assistance programs, we also assist with job training to allow people to enter or move up in the workforce.

Our programs are offered throughout the County from 40 locations and delivered by more than 2,000 staff. Approximately 90% of the Department's program dollars come from federal and state sources. There are multiple separate funding streams, complex financial reporting and some integrated programmatic financing through partnered services with internal departments such as, Mental and Public Health Departments. ***CLICK HERE*** for the *Organizational Chart*.

## The Job & The Ideal Candidate



This position is exempt from the Merit System and reports to the Director of EHS, leads 25 dedicated professional and support staff and oversees a Department budget of \$440 million. The CFO will work with bureau chiefs and staff to craft sound financial and staffing plans to provide quality services to our customers. This position will effectively lead the fiscal functions of the department and communicate with all levels of management and government agencies.

**Our ideal candidate** will have excellent interpersonal ability, versatile communication skills, convey self-confidence, take initiative, value personal and fiscal integrity and consistently demonstrate good judgment. We are seeking a professional with a big picture perspective and vision for the entire organization's financial systems and who identifies with all its moving parts. He/she will understand how public social and human service agencies function, have a customer service focus, passion for serving our client base, and respect cultural and economic differences.

### *The ideal candidate will:*

#### **Finance / Administration**

- Oversee internal financial control over the department and divisional activities, and complex programmatic financing
- Develop and administer a \$440 million Department budget
- Be a dependable and integral strategic partner to the Department Director and senior leadership team
- Use data and analytics to assess budget performance and recommend course corrections
- Understand complex and interrelated funding sources and budgets
- Oversee financial administration of contracts and grants
- Advise management on short-term and long-term financial objectives
- Develop, review, and implement policies and procedures for the department's financial operations
- Have some knowledge regarding the provisions of the California Welfare and Institutions Code and other laws and regulations governing the financing operations of public social and human services programs
- Be dedicated to the highest ideals of integrity, accuracy and professionalism in financial management and reporting
- Direct and administer a complex claiming system and the preparation of complex and detailed reports to maximize and accurately claim state, federal, and grant program funding and ensure compliance with various mandates



## Financial Systems

- Set priorities and methods for financial and accounting services
- Ensure a comprehensive approach to division budget systems oversight
- Analyze and recommend improvements to streamline financial and business processes
- Utilize automated information systems effectively and keep a pulse on best practices and technology innovations

## Leadership

- A visionary leader who is approachable, politically astute and brings a management style that fosters trust, cooperation, loyalty, respect and collaboration
- Direct a staff of professional, technical and clerical staff providing financial services: accounting, accounts payable, and collections activities
- Build and advance organizational capacity through coaching, motivation and advancing a team and establish a solid talent pipeline
- Be a collaborative leader and adept at influencing political and legislative environments

- Be capable of integrating multiple programs, systems and resources to minimize operational silos
- Collaboratively develop staff's individual goals and evaluate their work

## Interpersonal / Communications

- Have versatile communication skills, convey self-confidence, take initiative, value personal and fiscal integrity and consistently demonstrate good judgment
- Be flexible, organized and analytical and bring a high level of energy and commitment to the position
- Represent the department on financial operational issues with Federal, State and local funding authorities
- Interact effectively with the Auditor Controller, County financial professionals and County Administrator's Office on a regular basis
- Effectively communicate complex administrative and financial concepts

# The County

The County of Contra Costa provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities, and a number of affiliated organizations. The County has a FY 2014/15 budget of \$2.7 billion, a General Fund of \$1.4 billion, and permanent countywide staff of approximately 8,400.

Contra Costa County is one of nine counties in the San Francisco-Oakland Bay Area, covers approximately 733 square miles, is one of the fastest growing work forces, and is rich in ethnic, cultural and socioeconomic population diversity. The County includes 19 incorporated cities, over one million residents and a diverse community environment including urban, suburban, industrial, agricultural and port areas. Nearby are prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses. Recreation within the County varies from fishing, boating, water skiing, hiking, horseback riding and camping, and nearby wine country of Napa and Sonoma Counties and picturesque seaside communities.

## ***Employment Standards / Preferences:***

- 1. Education:** Possession of a Bachelor's degree from an accredited college or university with a major in Business or Public Administration, Accounting, Finance, or a closely related field; and
- 2. Experience:** Four years of full-time management or supervisory level experience with the responsibility for fiscal operation, financial planning, budget development, or governmental accounting, for a division or department of a public human services agency.
- 3. Substitution:** Possession of a Master's Degree in Business or Public Administration or a closely related field or current CPA certificate may be substituted for one year of the required experience.

## ***Ideal Certificates and Licenses:***

- Possession of a valid California Motor Vehicle Operator's License is required; out of state valid motor vehicle operator's license will be accepted during the application process.
- Possession of a Certified Public Accountant Certificate (CPA) or Chartered Financial Analyst Certificate (CFA) is desirable.

**SALARY:** \$94,991 - \$115,375 – negotiable within step range  
DOE/DOQ

**BENEFITS:** Contra Costa County offers a range of competitive benefit options below and for more details **CLICK HERE to include more benefits details:**

### **Health & Welfare Benefits:**

- Medical – HMO & PPO Insurance and Dental – PPO & DHMO Insurance
- Basic Life Insurance and Supplemental Life Insurance (with optional dependent coverage)
- Health Care Spending Account, Dependent Care Assistance Program and Long Term Care Insurance

### **Financial Future:**

- Short-term and Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan and Social Security)
- Deferred Compensation Plan

### **Work/Life Balance:**

- Paid Holidays, Vacation and Sick Leave Accrual
- Management Paid Leave, Employee Assistance Program



## How to apply

The recruitment will close on September 25, 2014.

- Required: complete a County application (*takes approximately 15 minutes*) at: <http://agency.governmentjobs.com/contracosta/default.cfm>. or
- Send cover letter and resume to **wendi@wbrowncreative.com** now and complete an online application before September 25, 2014.

Contact your recruiter, Wendi Brown, with any questions:

- [wendi@wbrowncreative.com](mailto:wendi@wbrowncreative.com)
- **541-858-0376 - Direct**
- **866-929-WBCP - Toll Free**

Contra Costa County is an Equal Opportunity/ADA Employer

