



Orange County  
Fire Authority



# Finance Manager





## THE ORANGE COUNTY COMMUNITY

Orange County is nestled along the Southern California coast between Los Angeles and San Diego counties. As the third largest populated county in California, the vibrancy of this nearly 800 square mile jewel places it as the thirtieth largest economy in the world. Orange County has 34 cities and five supervisory districts serving a population of more than three million people. A desirable place to live and work, Orange County is known for its ideal weather, recreation, and a wide range of cultural arts. Many of its public and private schools are ranked among the best in the nation. The county also has top rated attractions such as Disneyland, Knott's Berry Farm, pristine ocean beaches, and is the home of major league sports teams, including baseball's Angels and hockey's Ducks.

## THE FIRE AUTHORITY

Headquartered in Irvine, California, the Orange County Fire Authority (OCFA) is a Joint Powers Authority (JPA) that serves approximately 1.8 million residents in a 575-square mile area, with 172,000 acres of wildland. The OCFA was formed on March 1, 1995, transitioning from the Orange County Fire Department to a JPA. The service area includes 23-member cities and the unincorporated areas of Orange County. A 25-member Board of Directors governs the OCFA and includes an elected official appointed to represent each of the member cities and two representatives from the County Board of Supervisors. The OCFA is managed by an appointed Fire Chief who reports directly to the Board of Directors. By pooling resources, the OCFA can purchase additional fire engines and specialized equipment that some cities could not afford on their own. The OCFA does not allocate equipment based on city boundaries. Instead, all members have access to resources, including sophisticated rescue equipment, specialized apparatus, and helicopters.

The OCFA is the largest regional fire service organization in Orange County and one of the largest in California. The OCFA has a staff of approximately 1,350. Of those, 1,100 are professional firefighters and chief officers and 250 are non-sworn support staff working at the Regional Fire Operations and Training Center facility (RFOTC). These personnel provide front-line services, including prevention, education, dispatch, emergency response, and technical and administrative support. Additionally, OCFA Reserve Firefighters staff 9 stations throughout Orange County.

To learn more about the OCFA, go to [www.ocfa.org](http://www.ocfa.org)

***– The OCFA Mission –  
We enhance public safety and  
meet the evolving needs of our  
community through education,  
prevention, and emergency response.***



## THE OPPORTUNITY

Reporting to the Assistant Chief of Business Services, the Finance Manager provides leadership and exceptional customer service and support to one of the largest fire service organizations in California. This includes directing, maintaining, and overseeing the financial activities of the Finance Division, which includes accounting, revenue collections, payroll, timekeeping, accounts payable, cost accounting, contracts, asset management, and other related functions; develops goals and objectives for the division; evaluates work processes and service delivery; recommends and implements process improvements. This is an exceptional career opportunity in one of the most progressive fire agencies in the United States.



Essential Functions include but are not limited to the following:

- » Supervise and train a staff of 24 including mentorship and coaching, and offering opportunities for continued employee development, succession planning, and high performance.
- » May serve as the Authority's Auditor, ensuring strict accountability of all funds, expenses, receipts, and disbursements.
- » Direct the contracting for external financial and operational audits.
- » Perform trend analysis; identify potential areas for cost savings and improved financial resources.
- » Direct the design, implementation, enhancement, and control of automated financial systems.
- » Provides oversight of the Authority's payroll and timekeeping process.
- » Direct the preparation of the Comprehensive Annual Financial Report, State Controller's Report, and the Single Audit and may present such financials to leadership, management, and stakeholders.
- » Experience and background working in a union environment with a clear understanding of the negotiation and MOU process.
- » Provide technical advice and assistance to the Assistant Chief of Business Services.

## THE IDEAL CANDIDATE

The ideal candidate will be confident, strong, energetic, assertive, and an ethically sound leader who can provide effective leadership for the Finance Division of the Business Services Department, be a strong team builder, communicator, and engender loyalty among staff. In addition, the ideal candidate must have a proven track record of proactive, hands-on, participative finance management experience, and possess excellent interpersonal and problem solving skills, and the ability to think 'out of the box' to provide solutions to complex issues.

### Key Competencies and Characteristics:

- » Excellent leadership skills required to succeed at the management level.
- » Must be creative and solutions-oriented; able to bring innovation to difficult problems or issues.
- » Ability to create a culture of accountability.
- » Strong communication and interpersonal skills necessary to translate technical concepts to all levels of audience, create and develop positive relationships with staff, organizational leadership, and various stakeholders; someone who is willing to listen and able to build trust.
- » A person with the highest ethical standards who is willing to make difficult decisions based on what is right; enforces not just the letter of the law, but the spirit of the law.
- » A leader who is collaborative and supportive in working with leadership and staff, ensuring the best solutions.
- » Ability to use technology in order to improve efficiencies, best practices, and to create and implement dashboards which allow staff to access timely on-line financial and budgetary updates.
- » An outstanding manager of people who provides guidance and professional support, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- » A proven track record in change management.





## EDUCATION AND MINIMUM REQUIREMENTS

- » Bachelor's Degree in Accounting, Finance, or a related field.
- » Master's Degree is desirable.
- » Seven (7) years of progressively responsible professional finance experience.
- » Experience performing finance job functions for a public municipality or an equivalent environment is desirable.
- » Certified Public Accountant (CPA) designation is desirable.

## SALARY AND BENEFITS

The annual salary for this position is **\$109,054.40 - \$173,368.00** commensurate with education and experience.

### An excellent benefits package includes:

- **Medical, dental, and vision insurance**
  - » CalPERS Medical Insurance
  - » VSP (Vision Services Plan)
  - » Sun Life Financial Dental Insurance
- **Retirement**
  - » OCERS (Orange County Employees' Retirement System)
  - » Retirement Health Savings Plan
- **Life Insurance**
  - » Basic life and AD&D insurance coverage begins on your first active day of employment (equivalent to your base salary rounded to the nearest \$10K)
- **Nationwide Deferred Compensation Plan Available**
- **Sick Leave**
- **Vacation Leave**
- **Tuition reimbursement is \$2,000 per fiscal year in accordance with the program guidelines**
- **Other benefits may apply**

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is **Monday, May 20, 2019**. To be considered for this exceptional career opportunity, please submit your cover letter, résumé, and a list of five professional references (who will not be contacted in the early stages of the recruitment). Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed.

Forward to: <https://secure.cpsr.us/escandidate/JobDetail?ID=455>



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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the OCFA. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The OCFA will then select finalists for panel interviews on June 4, 2019. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round. For additional information about this position, please contact Frank Rojas.