



County of Marin • California

invites your interest in the position of

Assistant Director of Finance



Recruitment Services Provided by
Ralph Andersen & Associates

LIVE, WORK, AND ENJOY THE OUTDOORS IN PICTURESQUE MARIN COUNTY

Marin County, located in the hills northwest of San Francisco across the Golden Gate Bridge, is a beautiful, temperate refuge from the more urbanized areas of the Bay Area. With a total population of about 260,000, Marin County residents enjoy a high quality of life in one of the most spectacular metropolitan areas of the world. Marin County has a diversified economic base, including a mix of insurance, medical, pharmaceutical, technology, financial, and retail employers. George Lucas' Skywalker Ranch is also located in Marin County, as well as a few subsidiaries of Lucasfilm.

Outdoor activities are plentiful, including access to the bay and the ocean, hiking or biking trails, vineyards in Napa and Sonoma, wildlife viewing, agritourism, and the Muir Woods National Monument. Eleven incorporated cities and towns are located within Marin County, including the county seat of San Rafael. Marin County government's central and most visible location is the Marin County Civic Center in San Rafael, a complete campus designed by famous architect Frank Lloyd Wright.



COUNTY GOVERNMENT

The County of Marin is a General Law County governed by five members of the Board of Supervisors, each representing one of five supervisorial districts. The County employs approximately 2,500 employees across 22 agencies. The Board of Supervisors appoints the County Executive to implement the direction and policies of the Board. The County Executive's mission is to serve the community and employees by leading a responsive government fostering collaboration and continuous improvement. Equity is a core value of the County of Marin, and employees at all levels are committed to sustaining an anti-racist, multicultural workforce.

Marin County has a long history of sound fiscal management throughout strong and weak economic periods. The County's budget is built on a solid foundation established and managed by a disciplined Board of Supervisors and leadership team committed to prudent fiscal management and best practices. The County's \$815 million FY 2024/25 budget is balanced and structurally sound.

Marin County's budget focuses on providing excellent services that address top community priorities while remaining fiscally sustainable. For further information about the County's budget, click [here](#).

DEPARTMENT OF FINANCE

The Department of Finance is responsible for the statutory functions of the County Auditor, Controller, Treasurer, Tax Collector, and Public Administrator. These roles are guided by mandates within the California Constitution, underscoring a commitment to transparency, fiscal responsibility, and public service.

The Department of Finance is led by the Director of Finance, appointed by the Board of Supervisors. The Department has a current staff of 65 and is organized into five distinct divisions, as follows:

- **Audit Division:** Conducts risk assessments, internal audits, and compliance engagements, including cash handling and financial statement reviews.
- **Accounting and Payroll Division:** Manages financial reporting (Annual Comprehensive Financial Report), transaction reviews, payroll processing, and compliance reporting (e.g., W-2s, quarterly reports).
- **Property Tax and Collections Division:** This division manages tax levies, billing, and collection for secured and unsecured property taxes, tax default payment plans, and tax default sales, as well as business licenses, transient occupancy taxes, and general billing for county agencies. It oversees tax allocation, refunds, and state/local reporting requirements.
- **Finance and Public Administrator Division:** Oversees treasury and investment management, accounts payable, and estate administration for the Public Administrator.
- **Fiscal Administrative Services Division:** Manages departmental fiscal operations, budgetary controls, cost accounting, and support for various oversight boards.

A current organization chart of the Department of Finance may be viewed [here](#).

The mission of the Department of Finance is to safeguard public funds and protect the County's financial integrity by advocating best practices, ensuring compliance with mandates, and fulfilling fiduciary responsibilities.

DEPARTMENT OF FINANCE *CONTINUED*

Current major initiatives and projects include:

- **ERP Tax System Replacement Project:** The project is progressing toward an RFP, with system requirements currently being gathered and assessed by stakeholders. This new system will replace the County's existing property tax system to improve efficiency, accuracy, and integration with other County financial systems. The project aims to streamline the tax levy, billing, collection, allocation, and reporting processes, enhancing service delivery to the public, taxing districts, and internal stakeholders. Finalizing the needs assessment and issuing the RFP will occur in calendar 2025, with implementation phases spanning 2026-2027.
- **Implementation of a Countywide Whistleblower Program:** This project will establish a secure and accessible program for county employees and the public to report potential financial fraud, waste, and abuse. By providing an anonymous platform for whistleblowers, the program aims to strengthen transparency and accountability across the County.
- **Cal-Card Program Business Process Improvements:** Revisions and process improvements are underway to enhance the County's Cal-Card program by updating policies, improving internal controls, and increasing oversight to ensure compliance and cost-efficiency.

ASSISTANT DIRECTOR OF FINANCE

This at-will, exempt, executive-level position reports directly to the Director of Finance. The role involves assisting in planning, directing, managing, coordinating, and supervising activities within the Department of Finance. Additionally, it includes providing strategic oversight and innovative services to meet Marin County's evolving financial and fiscal needs. This position is vital for daily operations and also serves as Acting Director of Finance in the Director's absence.

This role entails overseeing and coordinating the daily operations of the Department. This includes managing accounting, financial reporting, budget control, internal audits, payroll, tax and revenue collections, treasury functions, public administration, and accounts receivable. The position requires strong administrative and management skills, extensive knowledge, and demonstrated leadership abilities.

Other key areas of responsibility include:

- Assist the Director of Finance in planning and managing the activities of the Department of Finance's five operational divisions; contribute to the development of policies and procedures; establish and uphold operational guidelines.
- Assist in identifying short- and long-range departmental requirements and in developing, implementing, and evaluating goals, objectives, policies, procedures, performance plans, measures, and work plans and standards for the department.
- Assist with developing new and improved operational, accounting, budgeting, or management systems; Direct and implement improvements to financial systems and procedures.
- Plan and oversee the selection, professional development, supervision, review, and timely evaluation of staff. Provide guidance to management and supervisory personnel on effectively addressing employee performance issues.
- Prepare, coordinate, administer, and monitor the department budget.
- Prepare or direct the preparation of reports, plans, financial statements, manuals, and correspondence pertaining to the operation of the office.

ASSISTANT DIRECTOR *CONTINUED*

- Advise officials and the general public on property tax issues, laws, and finance procedures. Interpret various rules and regulations to determine their applicability to specific situations. Additionally, develop legislative proposals for inclusion in the County's legislative program.
- Assist in determining tax requirements and apportionments; confer with public agency officials on tax-related issues.
- Serve as an advisor and liaison to County and District officials.
- Investigate and resolve complaints related to operational activities.
- Lead, coordinate, or participate in high-priority department and county-wide projects and system implementations.
- Participate as a member of various committees and boards as designated by the Director of Finance.
- Act as the representative for the Director of Finance with the County Executive, Board of Supervisors, schools, special districts, media, regulatory agencies, and other decision-making or public interest groups.





IDEAL CANDIDATE

A self-directed and enthusiastic individual with strong technical skills who can hit the ground running will succeed in this position. Exceptional interpersonal and communication skills are essential, and the new Assistant Director of Finance will be expected to establish good working relationships throughout the organization.

This proactive professional will instill confidence across all levels. Strong knowledge and a career path dealing with local government auditing (directly or through a public accounting firm) are essential. An individual with a keen and broad working knowledge of California's property taxes and related regulations and principles is strongly desired.

Additionally, this technically astute individual with an eye for detail will excel in this role and will also know when to be strategic and high-level. The incumbent must embrace an innovative solutions approach to accomplish the goals and priorities of the Department of Finance and the County, working collaboratively with staff to ensure continuous operational improvement.

The Assistant Finance Director will be a leader and a motivator, encouraging quality, efficiency, ethics, and customer service-oriented work. Importantly, the ideal candidate will demonstrate a commitment to diversity, equity, inclusion, and belonging.

QUALIFYING EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would provide the required knowledge and abilities is qualifying. A typical way to qualify is graduation from an accredited four-year college or university with major coursework in business administration, economics, finance, accounting, or a closely related field and four years of continuous experience in a senior fiscal management position that includes supervision of professional staff. Experience with pension fund administration and investment in a city, county, or other public agency is highly desirable. Possession of a Certified Public Accountant Certificate is highly desirable.



COMPENSATION AND BENEFITS

The annual salary range for the Assistant Director of Finance is \$172,536 to \$209,643. Placement will typically be at the mid-point of this five-step range. Relocation and moving expenses may be offered to the selected candidate in the amount of \$5,000.

Retirement: Marin County Employees' Retirement Association (MCERA). Details are available at: www.mcera.org.

Social Security: The County does not participate in Social Security except for a mandatory Medicare contribution.

Deferred Compensation: A voluntary deferred compensation 457 plan administered by Nationwide to enhance retirement planning.

Health/Dental/Vision Insurance: Cafeteria-style health and welfare benefit plan that allows employees to choose from various health, dental, vision, life, and long-term disability insurance plans.

Holidays: 12 paid holidays and 2 floating holidays per fiscal year.

Vacation: Starting at 15 days per year for the first two years and increasing through years of service.

Sick Leave: Up to 12 days per year.

Management Leave: 40 hours per fiscal year.

For further details, review the 2024 Benefits Guide [here](#).



APPLICATION AND SELECTION PROCEDURE

This position is open until filled. Applicants are asked to **apply immediately** as this position may close once a viable pool of highly qualified applicants is achieved. To be considered for this exceptional career opportunity, please submit a comprehensive resume and cover letter for optimal consideration. Submit requested material to: apply@ralphandersen.com. Initial screening by the Search Firm will be ongoing throughout February 2025.

Resumes will be screened according to the criteria outlined in this brochure. Ralph Andersen & Associates will conduct preliminary interviews only with candidates with the most relevant qualifications. Candidates deemed most qualified will be referred to the Director of Finance for further consideration.

Selected candidates will be invited to participate in Round #1 (video) interview with an Interview Panel during March. For those advancing further, Round #2 will include follow-up (in-person) interviews with the Director of Finance and other members of the County's leadership team. Ideally, the start date for the Assistant Director of Finance will be in April or May 2025 to allow for a well-planned and smooth transition with the outgoing incumbent based on an August retirement date.

For further information, contact the Project Director, Ms. Heather Renschler, at (916) 630-4900 or heather@ralphandersen.com. Interested candidates may also schedule a preliminary discussion by emailing scheduling@ralphandersen.com.

The final appointment will require the completion of comprehensive reference and background checks, including contact with current (upon mutual agreement) and former employers.

***Marin County is an Equal Opportunity Employer
and values diversity at all levels of the organization.***

www.marincounty.gov