



# The City of Costa Mesa

*Invites applications for the position of*  
**Finance Officer (Payroll)**



RECRUITING SERVICES PROVIDED BY **BH**  
Bob Hall & Associates

## THE CITY

Known as the “City of the Arts,” the City of Costa Mesa is one of California’s most eclectic and vibrant cities. Located just one mile from the Pacific Ocean and in the heart of Orange County, Costa Mesa is home to a diverse population of over 111,000 residents. The City boasts 32 neighborhood and community parks, two municipal golf courses, a skate park, a LEED Gold certified community center, and Fairview Park, a 209-acre natural habitat and wetlands park. Costa Mesa is home to 25 public schools and 3 public libraries.

Costa Mesa prides itself on its unique mix of traditional, trend-setting, and up-and-coming restaurants; preeminent and world-renown shopping centers; progressive and contemporary arts and cultural programs and events; and inviting neighborhood communities. A premier “foodie” paradise, Costa Mesa boasts two restaurants that have received the coveted Michelin star award. It is also home to South Coast Plaza, a world-class shopping and dining destination, considered one of the highest volume of sales producers in the nation. Just north of the I-405 is the Costa Mesa Theater District, which encompasses the Segerstrom Center for the Arts and its four performance halls, studio performance space and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, the 1.6-acre Noguchi Sculpture Gardens, and, most recently, the Orange County Museum of Art. It is also the epicenter of the action sports industry as the birthplace for Vans, Volcom, RVCA, and other



action sports businesses. Costa Mesa is proud to host incredible community events, such as the iconic Orange County Fair, which attracts over a million visitors annually. Costa Mesa supports a vibrant college student population, with Vanguard University and Orange Coast College located in the heart of the City. Additionally, Costa Mesa is home to Anduril, a defense technology company building advanced technologies to solve some of the most important and complex national security challenges.

As one of the safest and most vibrant communities in Orange County, the City represents expansive and attractive opportunities for jobs, recreation, housing and a quality of life for residents, businesses and visitors. For more information about the City of Costa Mesa, please visit [www.costamesaca.gov](http://www.costamesaca.gov).

## CITY GOVERNMENT

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at large. The City Council appoints the City Manager. Costa Mesa is a full-service city supported by 600 full-time staff.

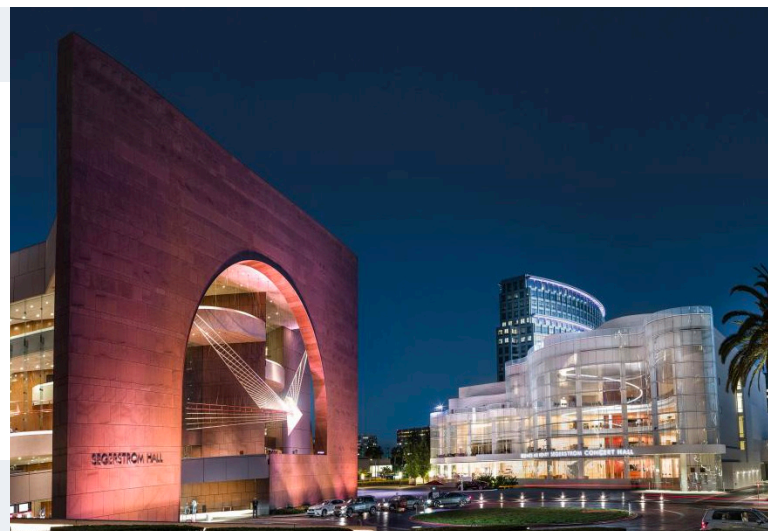
The FY 2023-24 General Fund operating budget is approximately \$180.3M and Annual Capital Improvement Program for FY 2023-24 is approximately \$31.1M.

## THE POSITION

Under general direction of the Finance Director or the Assistant Finance Director, the Finance Officer (Payroll) plans, directs, administers and participates in the operations of the Payroll Section; supervises professional, technical, and/or clerical staff in processing and reconciling payroll; prepares financial and statistical records and reports, maintains compliance with federal, state, and local payroll laws and regulations for safety and non-safety personnel and performs related duties as required.

Confidential Employee Designation:

The Finance Officer (Payroll) has access to decisions or the decision-making process of the City concerning matters related to employer-employee relations and prepares confidential materials, information and/or recommendations on behalf of the City in matters relating to employer-employee relations and therefore is a non-represented confidential employee.





## DUTIES

The Finance Officer (Payroll) plans, directs and administers the duties of the payroll section and is responsible for the accurate and timely bi-weekly paycheck process for safety and non-safety employees and maintains compliance with federal, state, and local payroll regulations.

Reviews payrolls for accuracy, including but not limited to annual increases, collective bargaining increases, wage garnishments, special pays, payroll deductions and retirement calculations.

Reviews transactions and accounts to detect errors and omissions, and works collaboratively with employees and department liaisons to respond to inquiries and resolve discrepancies.

Coordinates and reconciles payroll and tax withholding records; prepares state and federal quarterly reports; prepares income tax deposit reports and processes wage garnishments.

Participates in the labor negotiations process by preparing and analyzing payroll data, making recommendations and participating in the implementation of negotiated items related to labor negotiations.

Establishes work standards and participates in the selection, training and evaluation of subordinate personnel.

Works closely with the Human Resources Division and Information Technology Department to ensure that payroll procedures are consistent with applicable personnel rules and Memoranda of Understanding provisions; identify or develop changes to the payroll system to incorporate new employee contract provisions, new administrative policies and regulations, and/or changes in State or Federal legislation; evaluate and audit payroll system modifications, improvements, and updates.

Participates in the development, implementation and modification of the enterprise resource planning (ERP) system and coordinates customizations to meet the needs of departments and/or sound financial practices.

Stays abreast of, trains staff and assist management in interpreting and applying payroll-related federal and state laws and regulations including tax regulations, FLSA, FMLA, Section 125 benefits, CalPERS, Workers' Compensation, Deferred Compensation programs, and Labor Code 4850 reconciliations.

## IDEAL CANDIDATE

The ideal candidate must have a proven track record of performing hands-on payroll work in a government agency which provides public safety (police and/or fire) services. The candidate shall understand the unique payroll intricacies, regulations and compliance requirements specific to public employees including knowledge of and experience navigating tax regulations and the Fair Labor Standards Act for public sector employees and the various work schedules (9/80, 3/12, 3/12.5, 24 hour shifts, etc.) and the Public Employees Retirement Law.

The ideal candidate will have familiarity with payroll software and systems commonly used in municipal environments. The successful candidate will be detail oriented and thrive in a fast-paced environment and demonstrate a solutions-oriented approach to solving complex issues including the ability to think 'out-of-the-box'. The successful candidate must also demonstrate excellent interpersonal skills, the ability to work collaboratively with employees, department liaisons and labor groups.

# COMPENSATION & BENEFITS

(Salary Range: \$111,180 - \$148,980)

The annual salary for the Finance Officer (Payroll) is up to \$148,980 with the starting salary dependent on qualifications and experience.

A 3% increase to the salary range will be applied in July 2024.

Employee benefits are competitive, generous, and include:

•**Retirement:** Employees contribute 9% of their salary on a pre-tax basis towards the 2%@60 or 2%@62 CalPERS retirement formula depending on eligibility.

•**Health Insurance:** City contributes \$1,600 monthly towards a benefits cafeteria plan. Effective January 2025 the monthly contribution is \$1,650.

•**Life Insurance:** City provides \$50,000 term life insurance policy.

•**AD&D Insurance:** City provides a \$50,000 accidental death and dismemberment insurance policy.

•Supplemental life, short-term disability, and/or cancer insurance and other optional benefits are available.



•**Deferred Compensation:** The City offers a voluntary 457(b) deferred compensation plan with a City match of 0.5% of annual base salary for the payroll calendar year.

•**Holidays:** Eleven (11) paid holidays per year, with an additional sixteen (16) floating holiday hours.

•**Sick Leave:** City provides 96 hours upon hire. Employees accrue 3.69 hours per pay period with a max accrual up to 480 hours.

•**Vacation:** Accrued in accordance with tenure ranging from 92 hours per year to 212 hours per year.

# QUALIFICATIONS

## CERTIFICATION:

Certification as a Certified Payroll Professional (CPP) through the American Payroll Association (APA) is desirable.

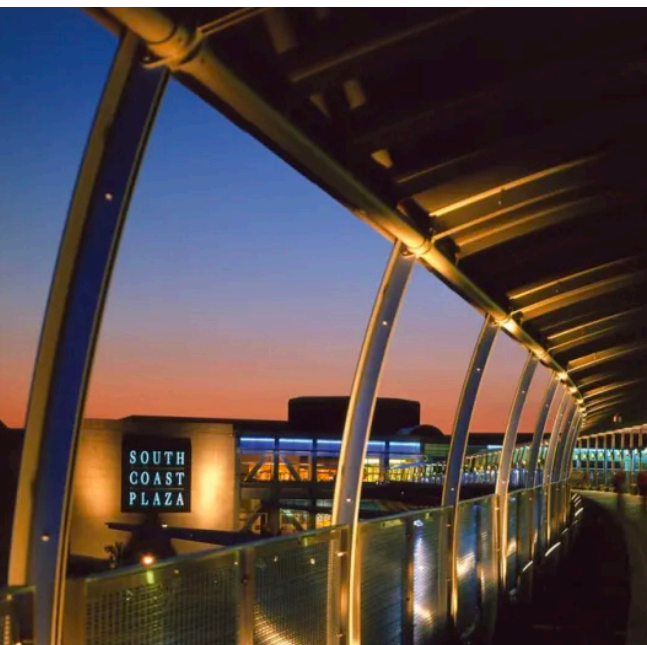
## EDUCATION:

Graduation from a four-year accredited college or university with major coursework in accounting, finance, business or closely related field. Additional related experience may be substituted for the desired education on a year-for-year basis.

## EXPERIENCE:

Four (4) years of progressively responsible experience in managing payroll in an internal and centralized process, including two (2) years of payroll experience in a government agency, and at least one (1) year in a supervisory or lead capacity. Knowledge of public safety payroll processes are highly desirable.

*An equivalent combination of training, certification and experience may also be considered.*



## APPLICATION AND SELECTION PROCESS

First Review Date: June 26, 2024

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to:

**apply@bobhallandassociates.com.**

Please contact Sherry Johnson at (714) 273-4187 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the Finance Director. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.

**BH**  
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