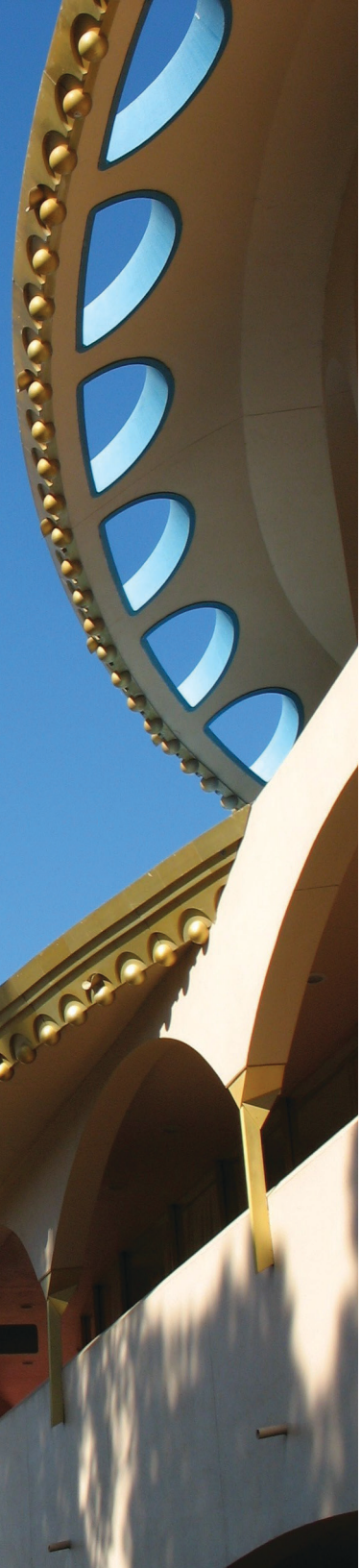
CHIEF FINANCIAL OFFICER
MARIN COUNTY EMPLOYEES RETIREMENT ASSOCIATION

COUNTY OF MARIN

Salary: $121,930 – $148,221 DOE/DOQ

Marin County Employees' Retirement Association (MCERA) is looking for a Chief Financial Officer (CFO) who has organizational leadership, financial acumen, strategic business thinking, and effective leadership and communication skills. As the CFO you will be the strategic business partner reporting to the Chief Executive Officer (CEO), lead a staff of three and play a leading role in supporting the great work MCERA provides its customers.



WHO WE ARE

MCERA's mission is to provide superior customer service to members and beneficiaries through efficient benefits administration and a commitment to integrity and prudent financial management. MCERA was established in 1950 for employees of the County of Marin and is one of 20 California counties subject to the provisions of the County Employees Retirement Law of 1937, or **'37 Act**. MCERA administers retirement benefits for nine public employers within the County of Marin, serving over 6,000 active, deferred and retired members. The nine plan sponsors are:

- County of Marin
- Local Agency Formation Commission (LAFCO)
- City of San Rafael
- Marin County Courts
- Southern Marin Fire Protection District
- Novato Fire Protection District
- Marin/Sonoma Mosquito and Vector Control District
- Marin City Community Services District
- Tamalpais Community Services District

MCERA is administered by a **Retirement Board** comprised of nine members and two alternates. The Retirement Board works with a San Francisco based investment consulting firm, Callan Associates, to advise MCERA on the management of its investment portfolio. MCERA has a current annual budget of $4 million and an investment portfolio of $2.06 billion as of June 30, 2015.

THE JOB

As part of the leadership team, the CFO will be responsible for outcomes of the financial accounting, auditing and investment accounting for MCERA. The CFO will support the development and management of MCERA's annual administrative budget, which for the current fiscal year is approximately $4 million. In addition this position will oversee the investment accounting for the fund's $2.06 billion portfolio, the movement of money to fund new investments as directed by the Board, and cash flow management as needed to meet retirement benefit obligations. Current initiatives or challenges that this position will be leading or supporting include:

Challenges / Initiatives:

- Become a more efficient and effective organization through improved fiscal processes and procedures
- Complete MCERA's first Consolidated Annual Financial Report (CAFR)
- Implement a new financial accounting system
- Integrate benefits and accounting systems
- Analyze financial, budget and investment related reporting processes and capabilities
- Launch a redesigned website
- Align existing organizational structure with current business objectives
- Provide additional visible leadership opportunities for senior staff

IDEAL CANDIDATE

The ideal candidate will be a dynamic leader with strong financial acumen, leadership, interpersonal and versatile communication skills, and a commitment to providing quality services to our customers.

As CFO, you will:

Finance / Administration

- Oversee an accounting team of three personnel
- Support the development and management of a $4 million annual budget and net investment portfolio of $2.06 billion
- Report on MCERA's financial activities, and prepare a CAFR and other financial and investment statements
- Provide recommendations on issues that impact financial, auditing and investment operations
- Monitor and assess changes in laws and regulations impacting accounting and investment practices and procedures
- Have knowledge of government accounting financial principles and practices
- Improve business processes and develop approaches to doing business better
- Operate with a strong ethical framework and uphold public trust

Leadership / Talent Development

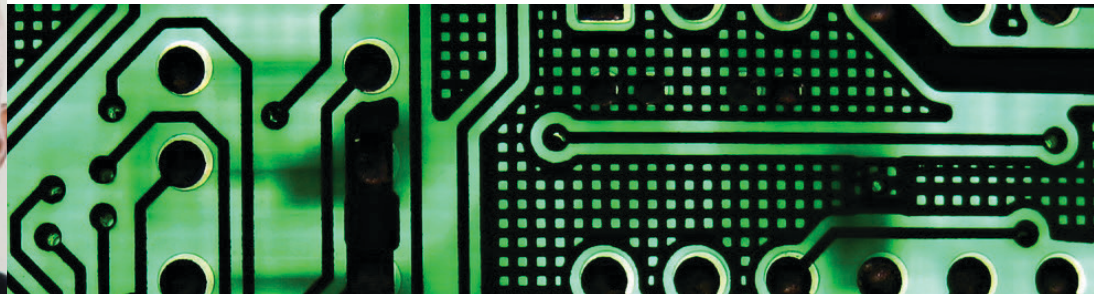
- Align the organization and staff with the strategic vision
- Lead, inspire, develop and empower a talented team of accounting professionals
- Guide staff to new pathways to obtain objectives
- Assess needs and provide recommendations for staff development

Strategic Business Partner / Business Acumen / Communications

- Partner with the CEO to attain the strategic goals of the organization
- Be a big picture, organizational and administrative problem solver
- Have an excellent background as a leader effectively overseeing others
- Convey confidence in your presence, communications, direction, and recommendations
- Use superior relationship skills to build trust and develop relationships
- Perform well under pressure, champion change, and successfully manage priorities

Information Technology

- Keep up with new business technology to provide best practice recommendations
- Ensure the organization's technology, accounting, database systems and programs are functional and relevant
- Ensure tools and training are available for staff to be successful using the new technology
- Analyze and recommend changes to financial systems



MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and abilities listed above. This could include:

- Bachelor's degree with coursework in public or business administration, accounting, finance or a closely related field
- Five years of progressively responsible financial or investment experience which included Governmental Accounting Standards Board (GASB), budget, and/or CAFR development
- Lead or supervisory experience
- Advanced degree, CPA or CFA certification is desirable
- Government accounting and/or 1937 Act agency experience a plus

THE COMMUNITY

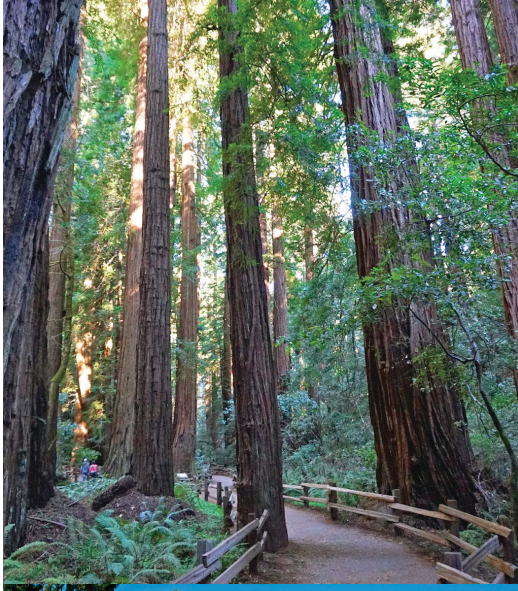
Marin County, California, is a special place and home to a community of 250,000 engaged and culturally diverse residents. Marin is located in the North Bay across the Golden Gate Bridge from San Francisco and next-door to the vineyards of Napa and Sonoma Counties. Marin is a desirable place to live and is known for its combination of rural and suburban lifestyles, excellent schools, entertainment and recreational activities, and mild, year-round climate.

Marin is the home of artists, is the birthplace of mountain biking and Obi Wan Kenobi, and includes the incorporated cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon. Marin is abundant with natural habitats including outstanding examples of Northern California environments including oak-bay woodlands, savannas, grasslands and salt marshes; managed and protected to enhance their natural and undeveloped character. Outdoor recreation in Marin County includes whale migration and bird watching, garden tours, golf, hiking, running, mountain biking, horseback riding, sail boarding, surfing, fishing, boating, kayaking, canoeing, etc.

SALARY & BENEFITS

$121,930 – $148,221 annually dependent upon qualifications and experience. The County also offers an attractive benefits package including:

- **Retirement:** The employer offers a defined benefit plan that the employee and employer will make contributions to. If the successful candidate has eligible reciprocal service in another California public pension system the employee contributions will be based on their age at entry. If there is no prior service in an eligible California public pension plan the employee contribution will be 9.07% for the current fiscal year.
- **Insurance:** Cafeteria benefits plan for health, dental, vision, life and long-term disability insurance plans
- **Leave Allowances:** Generous vacation, personal, management and sick leave benefits, plus 10 paid holidays
- **Deferred Compensation:** The County does not participate in Social Security except for mandatory Medicare contribution. The County does offer a choice of tax deferred 457b plans, to which employees may contribute to enhance their retirement benefits
- More details regarding benefits can be found at: **www.marincounty.org/depts/hr/benefits**



HOW TO APPLY

This is an open continuous recruitment, however for first consideration apply by April 6, 2016 *and submit cover letter, resume, and current salary information to Wendi Brown at:*

- Email to: **wendi@wbrowncreative.com** or
- Fax to: **866.224.1423**

Please contact **Wendi Brown** with any questions:

541.858.0376 (direct), or **866.929.WBCP** (toll free)

Marin County is an Equal Employment Opportunity Employer