



CHIEF FINANCIAL OFFICER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

The City of Calabasas is a vibrant community of more than 23,000 residents, distinguished by its natural beauty, strong civic identity, and deep sense of connection. Nestled along the scenic Santa Monica Mountains, Calabasas offers exceptional schools, abundant open space, diverse recreational opportunities, and convenient access to the greater Los Angeles region, making it an inviting place for families and businesses alike.

Attractive residential neighborhoods, highly regarded public schools, and an extensive network of parks and trails shape the community's character. Residents enjoy hiking, biking, equestrian trails, and easy access to beaches, mountains, and cultural destinations throughout Los Angeles. Its strategic location along the U.S. 101 corridor provides direct access to major business centers in both Los Angeles and Ventura Counties while preserving the welcoming atmosphere of a close-knit community.

Calabasas' blend of natural beauty, economic vitality, public safety, and high-quality municipal services continues to draw residents, visitors, and businesses seeking an exceptional environment in which to live and work. The City benefits from an engaged and informed community that values transparency, accountability, and excellence in local governance. Calabasas takes pride in maintaining high standards for municipal services, financial stewardship, infrastructure, and community development while preserving the qualities that make it a premier Southern California destination.

THE ORGANIZATION

The City of Calabasas operates under a Council-Manager form of government and is committed to delivering exceptional public services while maintaining sound fiscal management and organizational excellence. The City provides a full range of municipal services through a collaborative and professional workforce dedicated to serving the community with integrity, accountability, and innovation. The organization places strong emphasis on strategic resource allocation, financial sustainability, operational efficiency, and responsive customer service.



The Finance Department plays a critical leadership role in supporting City operations and long-term priorities through prudent fiscal stewardship, strategic financial planning, and transparent reporting practices. The Department oversees financial management and reporting, accounting, budgeting, purchasing, investments, cash management, payroll, risk management, and related administrative services.

For more information visit:
www.cityofcalabasas.com

THE POSITION

The Chief Financial Officer is a key member of the City's executive leadership team and serves under the administrative direction of the City Manager. This position is responsible for planning, organizing, managing, and directing all activities and operations of the Finance Department while providing strategic financial guidance to support the City's long-term goals and priorities.

The Chief Financial Officer oversees a broad range of municipal finance functions, including financial management and reporting, accounting, budgeting, investments, purchasing, payroll, and cash management services. The position is responsible for developing departmental goals, policies, procedures, and work standards while ensuring efficient and effective service delivery throughout the organization. In addition, the Chief Financial Officer directs the preparation and administration of the City's operating and capital budgets, oversees the City's investment portfolio, and ensures the timely preparation of the Annual Comprehensive Financial Report (ACFR).

and other mandated financial documents.

This position also serves as a trusted advisor to the City Manager and City Council on complex financial matters, organizational initiatives, and policy considerations. The Chief Financial Officer regularly collaborates with department directors, outside agencies, consultants, auditors, and community stakeholders to support organizational objectives and maintain the City's strong financial position. The successful candidate will be expected to foster a positive and accountable workplace culture while mentoring and developing professional staff.



THE IDEAL CANDIDATE

The City of Calabasas is seeking an innovative and forward-thinking Chief Financial Officer to help lead the organization during a transformational period of growth and investment. With the recent voter approval of a one-cent sales tax initiative, the City is positioned to strengthen infrastructure, enhance services, and make meaningful investments in the community's future. This is an exceptional opportunity for a strategic and collaborative finance professional who thrives in a dynamic municipal environment and is energized by the opportunity to creatively manage and maximize new funding sources with a commitment to transparency, accountability, and excellence in public service.

The successful candidate will bring a strong foundation in municipal finance, extensive knowledge of governmental accounting, budgeting, long range fiscal planning, financial forecasting, investment management, auditing principles, and public sector financial regulations, while also demonstrating the vision and adaptability necessary to support evolving community priorities. Equally important is the ability to communicate complex financial information clearly and effectively to a variety of audiences, including elected officials, staff, community members, and external stakeholders.

The successful candidate will serve as a collaborative member of the executive leadership team, partnering across departments to align financial strategies with operational goals and City Council priorities.



The City seeks a professional with sound judgment, political awareness, and the ability to navigate complex issues with integrity, diplomacy, and confidence. The next Chief Financial Officer will value community engagement and transparency. The City seeks a leader who is approachable, communicative, and comfortable engaging with residents, businesses, elected officials, and stakeholders to help foster trust and confidence in the City's financial stewardship. A commitment to innovation, operational efficiency, and continuous improvement will be essential in helping the City maintain its tradition of exceptional fiscal management and high-quality service delivery.

EDUCATION & EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would include:

EDUCATION

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

EXPERIENCE

Seven (7) years of increasingly responsible municipal accounting and finance experience, including three (3) years in management capacity.

COMPENSATION

The annual salary range for the Chief Financial Officer is \$204,931 - \$255,930. Placement within this range is dependent upon qualifications and experience of the selected candidate.

Retirement - The City contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits. New or PEPRAs CalPERS members are provided a 2% @ 62 benefit formula with a required 7.75% employee contribution. Classic CalPERS members are provided a 2% @ 55 benefit formula, with the City paying the entire employee contribution. The City does not participate in Social Security, but employees must be enrolled in the Medicare portion.

Medical Insurance - City contributes 100% of premiums up to the PERS Platinum medical plan for both the employee and qualified dependents.

Dental Insurance - City contributes 100% of premiums for both the employee and qualified dependents.

Vision Insurance - City contributes 100% of premiums for both the employee and qualified dependents.

Vacation Leave - Accrual of 80 to 176 hours per year based on years of service, plus an additional vacation leave of 72 hours for management.

Sick Leave - Accrual of 96 hours of sick leave annually.

Scheduling - Flexible 9/80 schedule and remote working opportunities for eligible positions.

Holidays - 11.5 holidays and 16 floating holiday hours annually.

Automobile Allowance - \$3,000 annually.

Other Benefits - Deferred Compensation, Life Insurance, Disability Insurance.

TO APPLY

To be considered for this position, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

11:59 p.m. PST on July 3, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates.

A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Calabasas.

Candidates will be advised of the status of the recruitment following selection of the Chief Financial Officer. If you have any questions, please do not hesitate to call Ms. Yasmin Beers at:

(916) 784-9080

