



CITY OF SAN MATEO

DEPUTY DIRECTOR OF FINANCE

\$195,257 - \$215,271

Enjoy competitive wages and a comprehensive benefits package, including generous paid leave and excellent health benefits, CalPERS Retirement Plan, Deferred Compensation Match, and more.

Experience the difference with us today!





Why Work for the City of San Mateo?

The City of San Mateo is a dynamic community nestled along the San Francisco Bayfront and conveniently located in Silicon Valley about halfway between San Francisco and San Jose. With approximately 100,000 residents, the City's diversity stands out as one of its greatest strengths—evident in both the ethnic composition of its population and the mix of land uses, architecture, and community design.

San Mateo has over 200 acres of parks and open space, a vibrant business and employment environment, two major shopping centers and an active downtown. Over 500 dedicated City employees provide an array of vital services such as maintaining city streets and infrastructure, supporting parks and recreational opportunities, and keeping the community safe, healthy and clean. It's our mission to serve the San Mateo community with a collaborative, innovative and professional spirit. We are looking for someone who embodies our shared values of respect, creativity, inclusivity, transparency, and integrity.

About the Finance Department

The Finance Department is responsible for the overall financial management of the City, including oversight of the citywide operating budget of \$272 million (\$175.8 million General Fund) for FY 25-26 with 550 budgeted FTEs and a capital improvement program budget of \$61.5 million. The Department's core function is to maintain a strong and secure financial position for the City by providing comprehensive financial and analytical services to the City Council, City management and staff, and the public. With a staff of 18.0 FTE and an annual budget of \$4.5 million the Finance Department provides the following services including Accounting and Financial Reporting, Budget, Treasury and Revenue Management, Purchasing, Accounts Payable, Payroll, and Debt Service. In addition, the Department provides financial services to the San Mateo Consolidated Fire Department, an independent JPA.

The Opportunity

The Deputy Director of Finance assists in planning, directing, organizing, and coordinating the operations of the Finance Department. This position manages assigned functional areas, which may include accounting, payroll, revenue and treasury operations, and/or budget planning. The Deputy Director provides highly responsible technical and professional staff support, serves as a key member of the department's leadership team, and performs complex financial and operational analyses to support the City's strategic and fiscal objectives.

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Ideal Candidate

The ideal candidate is an innovative and forward-thinking finance professional who combines strong technical knowledge with exceptional leadership and communication skills. They bring a balance of analytical ability, collaborative leadership, and a vision for continuous improvement. For a full job description, please visit:

<https://www.cityofsanmateo.org/DocumentCenter/View/86202/Deputy-Director-of-Finance>



The City is seeking an individual who:

- Demonstrates strong **accounting and budget management** expertise.
- Possesses **public sector experience**, with a solid understanding of municipal finance practices.
- Is **collaborative** and has excellent **interpersonal skills**, fostering trust and teamwork.
- Effectively **leverages technology** to streamline operations and support decision-making.
- Has ERP implementation experience and embraces modernization.
- Excels at **time management, prioritization, and maintaining accuracy** under deadlines.
- Can **lead change**, demonstrate innovation, and adapt to evolving priorities.
- **Communicates** in an efficient and concise manner with both technical and non-technical audiences.
- Has a clear **vision for excellence** in financial services and the ability to execute and implement that vision.
- Is skilled in **project management**, including planning, evaluating, and implementing finance projects and programs.
- Brings **efficiency** and a **solutions-oriented mindset** to all aspects of work.

Qualifications

- Five (5) years of increasingly responsible professional experience in one or more aspects of financial administration and supervision, preferably in local government.
- Equivalent to a Bachelor's degree in business administration or related field.

Desired Qualifications

- Two (2) years of supervisory experience and proven success managing people and teams.
- A Master's degree in accounting, business or related field or CPA or CPFO is desirable.
- Experience working with purchasing, budgeting, cash management, accounts payable, accounts receivable, and payroll systems are highly desirable.





APPLY TODAY AT:
WWW.CALOPPS.ORG/CITY-OF-SAN-MATEO

APPLICATION DEADLINE: NOVEMBER 10, 2025

Questions? Please Contact

HumanResources@cityofsanmateo.org

(650) 522-7260

THE CITY OF SAN MATEO IS AN EQUAL OPPORTUNITY EMPLOYER.