

DIRECTOR OF FINANCE

City of Huntington Park, CA





THE CITY

Incorporated in 1906, the City of Huntington Park was founded by a group of farmers, developers and settlers on territory that, nearly 100 years earlier, had been part of a 29,000 acre rancho granted by the Mexican government to Antonio Maria Lugo, the son of Spanish soldier-explorer Francisco Salvatore Lugo. Huntington Park is located in the Gateway Cities district of southeastern Los Angeles County, California.

Today, Huntington Park has a total population of 61,348 and approximately 95 percent of its residents are of Hispanic origin. With several major freeways nearby and frequent bus service provided by Los Angeles County Metro, residents of Huntington Park have easy access to the major employment, entertainment and activity centers in the cities of Los Angeles and Long Beach. Closer to home, residents enjoy a wide array of classes and activities offered through the city's Parks & Recreation Department and take full advantage of the city's parks, playgrounds, picnic areas, athletic facilities, skate park and meeting rooms. The County of Los Angeles also operates a library in the city.

For more information on the City, please visit www.hpca.gov.

THE DEPARTMENT

The Finance Department manages and maintains the City's financial records in conformity with generally accepted accounting principles and in compliance with state and federal laws. The Finance Department is committed to developing and maintaining effective and efficient financial planning and reporting of the financial affairs of the City and the Successor Agency to provide the City Council, City Manager and other City Officials with financial information on a timely basis. The Finance Department is responsible to invest the City's idle cash and the overall financial management of the City. The department's work is accomplished by approximately 20 people who work in four divisions: Annual Operating Budget, Accounting, Revenue Collections and Information Technology Systems.

THE POSITION

Under general direction from the City Manager, the Finance Director plans, directs, supervises and coordinates financial planning, accounting, revenue administration, data processing, purchasing, preparation of payroll, investments, telecommunications accounts, billing and collection of water utility and other user charges. In addition, he/she provides highly responsible professional and technical staff assistance to the City Manager, City Council, and departments. Representative duties for this position include, but are not limited to, the following:

- Directs and participates in the review of all financial transactions;
- Controls the expenditure of appropriated funds, enforces compliance with generally accepted standard accounting systems and fiscal procedures;
- Plans and develops accounting procedures for recording and maintaining accounting records;
- Assists in budget preparation by estimating anticipated revenues, expenditures and fund balances;
- Establishes procedures for and directs the billing and collecting of water utility charges and collection of revenues due to the city;
- Provides information of fund appropriation balances and prepares financial statements and reports such as monthly expenditure revenue reports;

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- Prepares and supervises the preparation of the City payroll and maintenance of payroll files and records;
- Selects, supervises, trains, and evaluates assigned staff;
- Supervises the City's electronic data processing, purchasing operations and telecommunications accounts;
- Attends City Council and other appropriate meetings to explain financial matters;
- Coordinates fiscal operations with City departments;
- Prepares and submits the required documentation for the annual street lighting assessment district and the annual CalPERS retirement rate resolution;
- Reviews, approves, and audits payments, invoices, payrolls, and demands;
- Performs as the City's Treasurer, and Community Development Commission Treasurer;
- Prepares and supervises the preparation of reports (e.g., Community Development Commission annual report to the State Controller and other reports (e.g., Statement of Indebtedness);
- Manages and monitors the County Pass-Through Agreements;
- Maintains historical records of the assessed valuations and sales tax generation of all of this;
- Manages project, financial, installment, and lease agreements;
- Evaluates and manages municipal bonds offerings and coordinates bond information requests between trustee and bond holders;
- Supervises independent auditors and accountants;
- Formulates and implements departmental rules, procedures, and policies;
- Provides support to the City's Municipal Employee Relations Officer in all matters of employer-employee relations and performs related work as required;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires.

THE IDEAL CANDIDATE

Huntington Park is seeking a visionary, inclusive leader with a solid technical background and excellent interpersonal skills to be its next Finance Director. This individual will mentor and develop staff, set clear direction, and follow through to ensure the work produced by the Finance Department is accurate, timely and easy to understand. In addition, this person will be a team player who helps other departments, uses technology effectively, and treats everyone with dignity and respect.

The ideal candidate will have an extensive knowledge of the principles and practices of governmental accounting, budgeting, auditing, purchasing as well as the ordinances, resolutions, and laws affecting municipal financial operations. This person will also understand the principles, practices, and working knowledge of computer software design and be adept at financial planning and cash management. He/she will be familiar with federal, state, regional and local funding programs and sources and will have a track record of recommending good investment practices. Grant writing and grant management experience is a plus.

Education and Experience

Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from an accredited four-year college or university with a degree in accounting, business administration, public administration, or other closely related field AND five (5) years of increasingly responsible administrative experience involving financial management, preferably with a governmental agency, including two (2) years in a supervisory capacity.

Candidates must have valid California Class C Driver's License and a satisfactory driving record and must meet approved physical and pre-placement medical standards for the position. Bi-lingual abilities in Spanish would be an asset.

COMPENSATION

The salary range for this position is \$126,732 to \$155,592. Placement within this range will be dependent upon the qualifications and experience of the selected candidate. The City of Huntington Park operates on a 4/10 work week and offers a benefits package which includes:

RETIREMENT - All authorized employees become members of the California Public Employees' Retirement System (CalPERS), which includes survivor continuance and conversion of unused sick leave.

MISCELLANEOUS EMPLOYEES

2% @ 60 - single highest yr., hired after 12/31/12 or after with less than a six-month break in service from another CalPERS agency. Employee pays 7% Employee Share of CalPERS.

2% @ 62 - three yrs average, NEW to CalPERS hired after 1/1/13, employee pays 6.75% of their salary towards this benefit.

SOCIAL SECURITY - The City of Huntington Park does not participate in the Social Security program. All new employees are required to participate in Medicare. The City pays 1.45% and the employee contributes 1.45 % into Medicare.

LONGEVITY PLAN - Longevity Plan pay for employees who have served a minimum of 20 yrs of City service.

VACATION - 112-200 vacation hrs per yr dependent on length of time.

MANAGEMENT LEAVE - 40 hrs per calendar year.

HOLIDAYS - 100 paid holiday hrs per calendar year.

SICK LEAVE - 96 annual paid sick hrs; half-unused sick buyback on an annual basis.

MEDICAL/DENTAL PLAN - Group medical programs under CalPERS Health Plan. City contributes up to Kaiser-L.A. Region rates for employees and dependents. City contributes towards a dental program for employee and dependents.

MEDICAL OPT-OUT - Eligible employees receive a taxable cash benefit of up to one-half ($\frac{1}{2}$) of the medical premium they would otherwise have been eligible for with proof of coverage for benefit waived.

VISION PLAN - City paid Vision Care Insurance.

SPANISH PAY - \$175.00/mo. to all eligible employees.

FLEXIBLE SPENDING ACCOUNT - Section 125 Plan - The City provides its employees with the option of participating in a Section 125 IRS Plan for Dependent Care and Medical costs.

DEFERRED COMPENSATION PLAN - Deferred Compensation plan available at employee's cost.

LIFE INSURANCE - \$100,000 paid life insurance; ability to purchase add'l ins.

WELLNESS PLAN - City paid Wellness Program.

TUITION REIMBURSEMENT - Education tuition reimbursement program is provided up to \$1,500 per year.

HOW TO APPLY

Please apply **on-line by Monday, December 12, 2016** at www.allianceRC.com. If you have questions, difficulties with the on-line application system, or would like to discuss the opportunity further, please contact us at:

Cindy Krebs or Sherrill Uyeda

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 480
Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: ckrebs@alliancerc.com
suyeda@alliancerc.com



<http://twitter.com/Alliancerc>



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