

The City of South El Monte is  
accepting applications for the  
position of



**Finance Director**

\$9,583 - \$11,654 per month (DOQ)

## ***South El Monte***

The City of South El Monte was incorporated on July 30, 1958. The City is a general law City, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of downtown Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 22,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

### ***The Position***

The City is looking to hire team-oriented individuals who are interested in joining a team that values individuality and creativity. The ideal candidate for Finance Director has a cooperative outlook with a can do attitude, and is self-motivated and has a proactive approach to problem solving. This candidate additionally is an "outside-of-the-box thinker", is flexible, has the desire to work in a fast-paced environment, brings new, fresh and innovative ideas and is motivated to create change.

The Finance Director is a vital member of the City's Executive Management Team. The culture of the management team is strongly cohesive and dominated by a feeling of mutual support and open communication. Team members enjoy working with one another in a highly collegial, hard-working and collaborative environment.

The Finance Director, under the supervision of the City Manager, will plan, organize, and administer the activities of the Finance Department; will establish appropriate systems, policies and procedures for effective operation of departmental functions to include but not limited to data processing, business licensing, central purchasing, and grant administration; directs the development and preparation of the City's annual budget; IT oversight; and performs related duties as required.

Under general direction, duties of the Director may include, but are not limited to, the following:

- Direct the fiscal management program of the City.
- Prepare the City's operating and capital budget as directed by the City Manager.
- Analyze cash flows to ensure the City is able to meet all budgetary and financial obligations.
- Evaluate the City's financial needs and recommends and implements solutions.
- Develop and recommend short- and long-term strategic fiscal plans for the City's financial goals.
- Oversee various accounting functions such as payroll, accounts payable/receivables, general ledger or journals, and purchases.
- Establishes procedures and practices to ensure compliance with governmental accounting practices.
- Ensures accounting systems have necessary audit trails and security controls.
- Directs the finance team members, plans, prioritizes and assigns tasks and projects.
- Supervise, train, counsel, and evaluate employees.
- Prepare financial statements and reports; interpret laws, rules regulations and guidelines for financial procedures.
- Establish procedures for and supervise the billing and collecting of City license fees, prepare reports to federal and state agencies.
- Attends City Council meetings.
- Serves as City Treasurer.
- Provides oversight of City contract for information technology.

- Performs other duties as requested by the City Manager.

### ***Employment Standards***

**KNOWLEDGE & ABILITIES:** Knowledge of: Extensive knowledge of municipal financial planning, accounting, and auditing. Communicate clearly and concisely, both orally and in writing. Research and prepare complex reports. Establish and maintain effective relationships with the City Council and other public officials. Plan, organize, and direct the work of the finance team. Represent the City in a variety of meetings. Ability and Skill to: Analyze unusual situations and resolve them through application of management principles and finance practices. Develop a comprehensive budget to meet future City needs/services. Deal constructively with conflict and develop effective resolutions.

**EDUCATION:** A bachelor's degree in finance, accounting, economics, public or business administrations, or closely related Field. A master's degree in finance, accounting, economics, public or business administration, or closely related field, is desirable.

**EXPERIENCE:** Five years of experience in fiscal management, municipal accounting, or closely related experience including at least two years of experience at a management or policy-making level with supervisory responsibility.

**CERTIFICATIONS:** Certification as a Certified Public Accountant (CPA) is highly desirable.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:** Requires vision (which may be corrected) to read small print. Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Performs lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job. May be subjected to inside and outside environmental conditions. May be required to use personal vehicle in the course of employment. Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings. May be required to work at a computer for prolonged periods. May be required to work evenings and weekends.

**WORK SCHEDULE:** A consistent schedule during City Hall's normal business hours of 7:00 a.m. to 5:30 p.m. Monday – Thursday. City Hall is closed on Fridays.

**APPLY BY: September 28, 2017 BY 5:00 P.M.**

#### **SELECTION PROCESS:**

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at [www.ci.south-el-monte.ca.us/](http://www.ci.south-el-monte.ca.us/) On-line applications and or resumes will not be accepted.

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position.

#### **IMPORTANT NOTICE:**

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

City of South El Monte employees are registered as an Emergency Disaster Worker and must take an

oath. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.

**BENEFITS SUMMARY:** HEALTH

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available through Hartford.

PAID LEAVES

Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6<sup>th</sup>) through the tenth (10<sup>th</sup>) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11<sup>th</sup>) through fifteenth (15<sup>th</sup>) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16<sup>th</sup>) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

RETIREMENT

Participation in California Public Employees Retirement System (CalPERS)  
CalPERS Retirement Plan:

First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0

Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0

PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

The City also participates in the Social Security retirement system.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

1. A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
2. A member who established CalPERS membership prior to January 1, 2013, and who is hired

by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate. By January 1, 2018, all "classic members" will be required to contribute their full share up to 7% of the employee contribution of the CalPERS rate.

Deferred Compensation: Two plans available; City contribution of \$300 per month.