

Finance Director

CITY OF WEST COVINA, CALIFORNIA



HERRERA & ASSOCIATES
Executive Search

The Community

The City of West Covina was incorporated in 1923 to prevent the City of Covina from establishing a sewage farm within the current city boundaries. The 507 residents of the area at that time banded together to maintain local control of their land. Walnut and orange groves continued to flourish during the following decades.

The City of West Covina began the second-half of the 20th century with exciting new developments and projects. The City Hall and Police facility were built in 1969 as an example of a Joint Powers Authority in the County of Los Angeles. The Civic Center Joint Powers Authority, consisting of the County of Los Angeles and the City of West Covina, also completed a three-level parking structure in the Civic Center complex. The Civic Center complex includes the Los Angeles County Regional Library, the West Covina Courthouse (formerly Citrus Municipal Court) and the City Hall offices.

The city is substantially "built out" with few major vacant development sites remaining. The city is a residential and commercial center with limited industry. Retail merchandising is the

principal business activity. Large corporations have been attracted to the San Gabriel Valley due to:

- Accessible freeways
- Available skilled labor pool
- Affordable housing
- Strong clientele base
- Competitive land prices and rental rates

The city's population has grown from 80,291 in 1980 to 96,086 in 1990, to 105,080 in 2000. The current approximate population as of 2006 is 110,525. This represents a 20% increase during the 1980s and a 9.4% increase during the 1990s and a 5.2% growth since 2000. The city's growth outpaced growth for both the County of Los Angeles and the State of California during those same periods.

Residential areas within the city are comprised primarily of single-family detached housing. There are a few pockets of apartment and condominium/town-home developments. As of 2006, there are an estimated 24,194 single-dwelling units and an estimated 8,332 apartment units in the city. The residential areas are generally well-maintained, middle-class neighborhoods.

The Organization

West Covina is a full-service, general-law city, providing police and fire services as well as street maintenance and repair, building and engineering, planning, and parks and recreational activities. The City Manager is the chief administrator of all city services and oversees the functioning of the City on a daily basis in accordance with policies established by the City Council. The City Manager is appointed by the City Council.

For a wealth of additional information on the City of West Covina, both the community and the organization, please visit the City's website at www.westcovina.org/

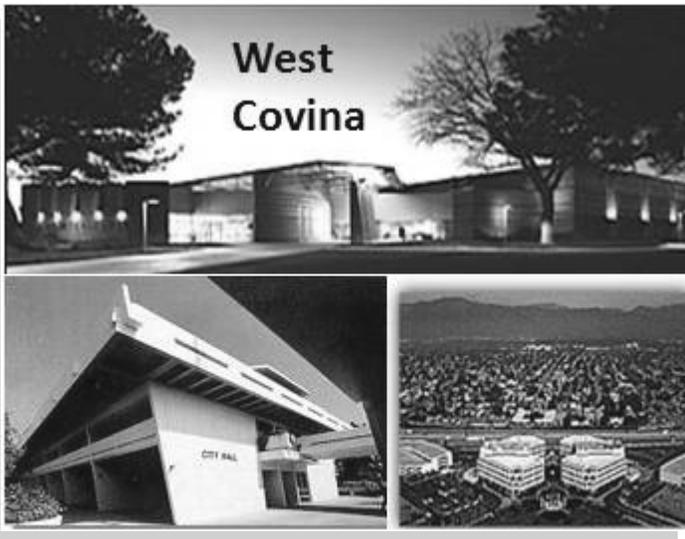
The Department

The activities of the Finance Department are crucial to the operation of City government and include budgeting, accounting, purchasing, payroll, reprographics, information systems, and City Treasurer functions. To prepare the preliminary budget for Council approval, the Budget Team projects expected revenues and coordinates various phases of the budget-making process. Upon completion and acceptance of the budget, this department is responsible for budgetary compliance, purchasing (including the bidding process), accounts receivable, accounts payable, and payroll.

The Accounting Office is responsible for all the financial reports and audits conducted for the City, the Parking Authority, the Civic Center Authority, and the Community Development Commission.

The Print Shop provides copy service, printing, and graphics to all city departments. The Information Services office is responsible, along with other user departments, for the functioning of the City computer system, including data processing and data back up.

The City Treasurer's Office maintains records on 1911 Act bonds--those bonds which pay for City improvements and are, in turn, repaid by property owners over a period of time. The City Treasurer's Office is also responsible for depositing City funds in the bank, maintaining a running account of the disposable income, investing funds not immediately required for expenditure, issuing business licenses, and collecting money owed the City. The elected City Treasurer oversees the functions of the City Treasurer's Office.



The Position

Under administrative direction, plans, organizes, directs the auditing, budget preparation, cost accounting and purchasing activities of the City; oversees various City tax and other revenue-producing programs; participation in special Citywide management functions and projects such as long-term capital budgeting, installation of data processing programs; and performs related duties as required.

Essential Functions are as follows:

1. Oversees or directs the preparation of the City budget; supervises the review of budget requests and the compilation of estimates and projections to effect a balanced budget.
2. Oversees the preparation of copies of the budget and its distribution.
3. Directs the Controller to study financial management and accounting methods for City functions to assure a properly maintained budget and fiscal system.
4. Oversees the review of revenue and expenditure reports in comparison with planned budget and recommends control necessary to keep budget in balance.
5. Directs the preparation of reports for State and private agencies.
6. Provides direction for the staff of the Finance Department to assist department heads on financial problems and maintaining cost records of financial activities.
7. Oversees the general accounting system of the City.

8. Oversees and is responsible for the disbursement of all monies.
 9. Directs the audit of all expenditures as to budget or Council authorization.
 10. Directs and approves for payment all bills, purchase orders, invoices, payrolls, and demands.
 11. Directs the preparation of all financial reporting and audits.
 12. Directs the Controller to prepare and submit to the City Council periodically a register of audited demands in conformance with State law.
 13. Directs the Information System Manager to plan and direct the implementation of appropriate data processing.
 14. Evaluates policies, operating methods, and results of the program of motel-hotel tax, sales tax, cashiering, and data processing, including the preparation of regular and special reports covering the revision, improvement, or adjustment of these programs and related services, fees, or expenditures.
 15. Supervises the operations of the Print Shop.
- Ultimately, the City is looking for a Director who will join their team and help the City of West Covina prosper.



The Compensation

The current salary range for this outstanding opportunity is from \$108,480 to \$146,460. The City shall pay 100% of the PERS employer cost. The benefits plans are:

- A. 2.5% at age 55
Department Heads classified as miscellaneous classic employees by PERS shall participate in the 2.5% at age 55 PERS retirement benefit plan. Each employee shall pay the full employee cost of eight percent (8%).
- B. 2% at age 60
Department Heads classified as miscellaneous classic employees by PERS hired on or after January 1, 2011, shall participate in the 2% at age 60 PERS retirement benefit plan. Each employee shall pay the full employee cost of seven percent (7%).

Such contribution shall be made on a pre-tax basis.

A comprehensive definition of department head benefits can be obtained in person at City Hall or on our website: www.westcovina.org/cityhall/hr/mous/default.asp

The Criteria

Thorough knowledge of the principles, methods, and practices of municipal finance administration; working knowledge of the principles and practices of public administration; thorough knowledge of the approved principles and standard practices of centralized accounting, auditing, payroll, and revenue projection and management; working knowledge of purchasing, data processing and duplicating services and the laws affecting municipal finance administration; ability to plan, organize, and direct work involved in finance administration; ability to deal effectively with superiors and subordinates; ability to prepare and present oral and written reports; ability to deal effectively with the general public, City staff, and representatives of various public and private agencies.

Experience: Six years of professional experience in accounting or finance, including at least two years in supervision and/or administration. Experience with RDA ROPS reporting required with the State Department of Finance.

Education: A Bachelor's Degree with a major in accounting, finance administration, public administration, or a closely related field. CPA license is desirable.

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Appointment will be based on best fit, competency, education, training and experience as it relates to the position of Finance Director, successful completion of a thorough background investigation, reference checks, fingerprinting, and medical exam.



SEARCH SCHEDULE

Closing Deadline.....Open until filled
Preliminary Interviews TBD
Recommendation of Candidates TBD
Finalist Interview Process TBD
Apply for immediate consideration.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Herrera & Associates

John@HerreraCPAs.com

Resumes are acknowledged within two business days. Call John Herrera toll-free at (800) 691-3120 for more information.



HERRERA & ASSOCIATES
Executive Search
www.HerreraCPAs.com