

HESPERIA RECREATION AND PARK DISTRICT
FINANCE MANAGER
(Exempt/ At-Will Position)
Job Description

Definition

The Finance Manager, under general direction of the General Manager, supervises the accounting operations of the finance department and sets goals and objectives for finance staff. Supports financial decision-making by investigating, collecting, summarizing, interpreting, analyzing, and reporting financial and statistical data. This is an exciting time for Hesperia Recreation and Park District as the Finance Department is preparing to integrate a new financial, payroll, recreation and parks, and human resources software. The Finance Manager will work alongside with software provider and other third party consultants to ensure the implementation is executed successfully.

Positions in this class are characterized by their ability to perform assigned duties with only instruction or assistance. Judgment is required pertaining to when and how established procedures or guidelines are to be applied.

Listed essential functions are not intended to be all-inclusive or restrictive.

Essential Functions

1. Performs a full range of professional level accounting duties.
2. Provides financial information, schedules, and reconciliations to the Agency's independent auditors as needed for the preparation of year-end audited financial statements.
3. Oversees financial management and coordinates with the District's financial and administrative staff to prepare and monitor the annual budget and prepare for independent audit.
4. Prepares a wide variety of detailed and analytical accounting, statistical, and narrative reports necessary for fiscal review.
5. Provides management and the Board of Directors with expertise in the areas of fiscal planning and control, accounting, and budgeting.
6. Assists auditors and processes year-end closing of books.
7. Prepares special reports and analyses as required.
8. Informs supervisor of issues, updates, and other pertinent information in a timely manner.

Marginal Functions

1. Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative and must be public relations conscious.

This position is a full time position (40 hours per week). A variety of days and times may be required.

Benefits

- District paid employee and dependent health, dental, and vision insurance coverage.
- Term life insurance coverage of \$50,000.
- Paid vacation of up to 25 days a year depending on tenure, plus an employee buy back option.
- Paid sick leave as per policy.
- 13 paid holidays per year.

- Retirement with San Bernardino County Employees' Retirement Association.
- Voluntary Deferred Compensation Program available.
- District does not participate in the Social Security Program, except for the mandatory 1.45% Medicare Contribution.

Minimum Qualifications

Knowledge of:

- GAAP (Generally Accepted Accounting Principles).
- Principles and practices of budget preparation and administration.
- Principles and practices of internal control and internal auditing.
- Be proficient in Microsoft Office functions: PowerPoint, Word, Access, and Excel.
- Experience in SAP Financial System preferred.

Ability to:

- Understand the organization and operation of the District as necessary to perform assigned responsibilities.
- Be tactful and adept when dealing with others.
- Work well under pressure.
- Organize and prioritize work.
- Type at a speed of not less than 45 words per minute, at a corrected rate.
- Perform work with accuracy and attention to detail.
- Understand specialized documents and other materials encountered in the work.
- Must be able to work with other employees and maintain cooperative working relationships.

Experience/Education:

- Bachelor's Degree and/or progressive experience in Accounting, Finance, Business Administration or related field.
- Possess a work history that demonstrates maturity, longevity, and commitment.

Working Conditions

Environmental Conditions: Almost always works indoors in temperature controlled environment; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, reaching, pushing, pulling, lifting, walking, carrying, kneeling, and squatting; sitting or standing for prolonged periods of time; use of hands to finger, handle, or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. High level concentration and attention to detail for extended periods of time required to produce reports, correspondence and documents.

Examination/Selection Process

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process, which may include pre and/or post interview testing.

Must possess a valid California Driver License and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and background check as a prerequisite of employment.

Final Filing Date

The position is open until filled. First review of applications is on January 25, 2022. All applicants are required to complete a District application form. Application forms are available at the District Office or www.hesperiaparks.com and can be submitted in one of the following ways: email to jobs@hesperiaparks.com; in person at Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA; or mail to P. O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Salary Range: A Step \$28.28 per hour - E Step \$34.46 per hour

Hesperia Recreation and Park District is an Equal Opportunity Employer.