



HESPERIA RECREATION AND PARK DISTRICT
FINANCE MANAGER
(Full Time/At-Will Position)

The position will report to the General Manager with a full benefits package. The Finance Manager will manage every aspect of the Finance Department and work closely with the General Manager to manage the overall effectiveness of the contracts. Because this is a newly established position to the District, there are still many foundational policies, procedures, and processes to develop and implement in order to create a fully functional financial division.

PRIMARY DUTIES INCLUDE:

- Manage and oversee the financial operation of the District through the preparation of financial reports and reporting, annual external and internal audit functions, investment activities, budget preparation and implementation, annual capital improvements plan, and cash management strategies.
- Assist with developing financial goals and objectives for the District.
- Manage and oversee the accounting operation by monitoring and reviewing financial statements, investment reports and supporting documents prepared by Staff.
- Manage the preparation of all general and subsidiary ledgers, accounting records, financial statements, reports, billing and payable records, and payroll data.
- Manage the preparation of inventory of all personal property.
- Provide staff assistance to the General Manager and other departments, as needed, by preparing and presenting department and project related reports during staff, District Board, and other District related meetings.
- Manage and oversee the issuance and sale of bonds and other obligations and administering of all debt service accounts.
- Work with financial advisors, banks, and District Board to develop financing plans for District projects and systems.

The Finance Department provides support for internal and external customers. The department is responsible for accounting and reporting of the District's financial operations, preparation of the operating and capital budgets, billing and collections, payroll services, purchasing, and related functions. The department also coordinates the annual audit and prepares the annual budget.

The District and Finance are supported by Tyler financial software. It is a very robust system and was installed in 2022. Now that the initial transition is complete for the financial component, the District would like the next Manager to review the system in depth and in detail to determine how it can be better utilized and identify what potential remains untapped.

The District is looking for a Finance Manager who is both a manager and a leader. The individual will be someone who leads by example and demonstrates honesty and integrity. He/she will be someone who encourages teamwork and is comfortable rolling up their sleeves to get the job done. The ideal candidate will be positive, upbeat, and have an entrepreneurial spirit as he/she takes the department to the next level in terms of customer service and professionalism.

The best candidate will be someone who works diligently with other District departments to get them the information and support they need, help them find ways to help them solve their problems, and not be viewed as a roadblock. The ideal candidate must have outstanding communication skills, both oral and written, and also needs to be able to present information to the elected officials and the public clearly and concisely. Strong analytical skills and consistent accuracy in order to inspire trust and transparency are critical to the position.

The candidate will have had high level, relevant management and leadership experience in progressively more responsible positions. He/she will have a track record of achievement and excellence in operating in the municipal government or other relevant financial sector. The ideal candidate will have at least five years' experience in finance, preferably in local government. The individual is expected to have at least a bachelor's degree in accounting, finance, business administration, public administration, or a related field. A CPA is highly desirable. CGFO certification is a plus. An in-depth understanding of financial accounting is required and expertise in local government accounting software is strongly preferred.

COMPENSATION

The expected salary range is: \$105,477.57 - \$141,350.03 and includes a complete benefits package.

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