



CITY OF WALNUT

WE'RE HIRING

DIRECTOR OF FINANCE & CITY TREASURER

PAY RANGE
\$11,340 - \$14,473/MO

ABOUT THE POSITION

Under administrative direction of the City Manager, the new Director of Finance will be a skilled and dedicated individual who can build upon the organizations' successes and lead it to the next level. Ethics, integrity, and customer service are the cornerstone traits at the City. Effective communication with the City Manager, colleagues, and staff is essential.

The Director of Finance will be responsible to plan, direct, manage and oversee the activities and operation of the Finance Department including Accounting Services, Cashiering, Payroll and Accounts Receivable and Payable.

The City is fiscally stable and proud of the high morale of staff. Additionally, the new Finance Director must have the ability to:

- Demonstrate a high level of organizational skill and be an advocate for best practices through partnership with the City's leadership and employees
- Stay current on developments and legal changes impacting the profession and organization
- Guide, direct, and mentor Finance staff; plan and prioritize tasks and projects
- Serve as City Treasurer and attend City Council Meetings

EXPERIENCE & TRAINING

Five years of increasingly responsible management-level finance and accounting experience in a municipal government which includes supervision of staff is required.

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in finance, accounting, business administration, public administration, or a related field.

The City has recently purchased new Enterprise Resource Planning (ERP) software so previous experience implementing an ERP would be beneficial.

DUTIES & RESPONSIBILITIES

- Directs a variety of programs, services, and activities including accounting and budgetary functions, investments, development impact, revenue control, and administration of complex enterprise funds.
- Provide expert professional assistance to City management on finance, budgeting, accounting, revenue management, payroll, and purchasing issues; direct and prepare revenue projections and analyses of proposals for capital and operating programs.
- Administer the City's large and complex budget.
- Recommend and direct the revision of policies, procedures and other information pertaining to the administration of City business; conduct research, perform complex analysis and review for conformance with City Code and other legal requirements.
- Direct and oversee the preparation of the Annual Comprehensive Financial Report (ACFR) and other periodic financial statements; oversee and provide Staff assistance to audits conducted by the City's external auditors.
- Plan, develop, implement, and administer the City's Cash Management and Investment Program in accordance with City Council policies and directives.
- Direct and coordinate the compilation and preparation of the City's annual budget; consult with and advise Staff on financial policies; monitor budgetary activities; ensure adherence to appropriate accounting and control procedures and documentation; recommend adjustments as necessary.
- Establish and maintain procedures and controls over municipal revenues and expenditures in all departments of the City.
- Assess and monitor workloads, service delivery methods, administrative and support systems, and internal reporting relationships; identify opportunities for improvement in efficiency and effectiveness.
- Select, train, motivate, evaluate, and mentor the Finance Department personnel; provide or coordinate Staff training; work with employees to correct deficiencies; implement discipline as needed.
- Identify and strategically respond to community and City Council issues, concerns, and needs.
- Assists City Manager with specialized projects as needed.

HUMAN RESOURCES

Alyssa Ramos
Administrative Services/
Human Resources Officer
aramos@ci.walnut.ca.us
Phone: (909) 348-0731

WALNUT CITY HALL

21201 La Puente Rd.
Walnut, CA 91789
Monday - Thursday
7 a.m. - 6 p.m.
Closed Every Friday



WEBSITE

cityofwalnut.org/humanresources



RETIREMENT

For new City employees who are active "Classic" members of CalPERS or who are members of another public employee retirement system with which CALPERS reciprocity may be established, the City has a 2% @ 55 defined benefit retirement plan, and the City pays the 5% of the 7% member contribution.

In accordance with the provisions of the Public Employees' Pension Reform Act of 2013, new employees who are not members of CalPERS, or who are not members of another public employee retirement system with which reciprocity may be established, the defined retirement benefit plan is 2% @ 62 and the employee pays 50% of the normal cost which is currently 7.75% (effective 7/1/23).

EXECUTIVE BENEFITS

- 4/10 Work Schedule
- \$2,100/month Cafeteria Plan
- \$400/month Auto Allowance
- \$50/month Cell Allowance
- \$250/month stipend as City Treasurer
- 9 Paid Holidays/year
- 20 hrs floating holiday & 56 hrs Administrative Leave/year
- Sick Leave: Employees accrue 8 hours per month
- Vacation Leave: Accrue 12-20 days based on length of service

BACKGROUND

Department of Justice background investigations will also be conducted on the appointed candidate. Failure to pass any part of the background may be grounds for disqualification.

FILING DATE

Open until filled, first review of applications will be the week of November 18, 2024

TO APPLY

Interested applicants are requested to submit a resume and cover letter to hr@ci.walnut.ca.us



ABOUT THE CITY

The City of Walnut is approximately 8.9 square miles and is home to approximately 30,000 people. It is primarily a residential community with over 600 businesses. The City has a rural charm which is preserved by a well defined general plan.

The City of Walnut is a general law city incorporated on January 19, 1959. It is governed by the city council/city manager form of government. A five-member city council is elected by the residents, and a mayor is elected annually by the council to serve a twelve-month term. A city manager is appointed by the council to oversee the daily activities of the city.

ABOUT THE DEPARTMENT

The Finance department provides accounting control over assets, revenues and receivables, budgetary control over all City and Housing Agency funds, and prepares and administers the annual budget. The department also prepares financial reports for the City, processes payroll, accounts payables, accounts receivables, issues purchase orders, administers parking citations, and processes passport applications.



HUMAN RESOURCES

Alyssa Ramos
Administrative Services/
Human Resources Officer
aramos@ci.walnut.ca.us
Phone: (909) 348-0731

WALNUT CITY HALL

21201 La Puente Rd.
Walnut, CA 91789
Monday - Thursday
7 a.m. - 6 p.m.
Closed Every Friday



WEBSITE

cityofwalnut.org/humanresources

