



CITY OF SIERRA MADRE

Finance Director

ABOUT SIERRA MADRE

Centrally located just east of Pasadena, Sierra Madre, also referred to as the Village of the Foothills, is a safe, scenic 2.96 square mile foothill community of approximately 11,000 residents. The City is known for its tree-lined streets, historic residential neighborhoods, and small-town mountain charm. Residents enjoy a suburban gateway where the beautiful San Gabriel foothills and city life are both within reach.

This historically rooted community hosts a rich calendar of events, including the Mount Wilson Trail Race established in 1908, the Wisteria Festival established in 1908, and the Fourth of July Parade established in 1917, each reflecting a strong civic spirit and commitment to preserving its character. Sierra Madre continues to invest in sustainability, infrastructure modernization, and smart growth so that its unique identity thrives into the future.



CITY GOVERNMENT

The City of Sierra Madre is a full-service municipality operating under a Council-Manager form of government. The five-member City Council provides leadership and policy direction for the community and is responsible for adopting the annual budget and appointing the City Manager, City Attorney, and members of the City's Boards and Commissions. Councilmembers are elected to four-year terms, and each December, the Council selects one of its members to serve as Mayor, who acts as the ceremonial head of the City. The City Manager serves as the administrative head of government, implementing Council policy, managing daily operations, and overseeing all departments and staff. The City Treasurer, elected to a four-year term, manages the City's investment portfolio, ensuring prudent financial stewardship and compliance with Council-adopted investment policies.

Sierra Madre's adopted FY 2026 budget totals \$45.9 million across all funds, including \$19.2 million in the General Fund. The City employs approximately 101 staff across seven departments and continues to provide essential services, including public safety, water, public works, community services, and library programs. City operations are primarily funded by property taxes, local revenues, and user fees, supporting a structure that emphasizes efficiency, transparency, and strong community engagement. The City's work is guided by five strategic goals: Organizational Sustainability, Public Safety, Infrastructure and Growth Management, Organizational Excellence, and Environmental Responsibility. This ensures that resources are managed responsibly and aligned with the community's long-term vision for sustainability and quality of life.

THE DEPARTMENT

The Finance Department supports the financial stability and long-term sustainability of the City of Sierra Madre. With a team of five full-time employees, the Department manages the City's core financial operations that support Sierra Madre's \$45.9 million all-funds FY 2026 budget, ensuring compliance with GAAP, GASB standards, and state and federal financial regulations.

The Department oversees a full range of municipal finance functions, including accounting, budgeting, payroll, purchasing, accounts payable and receivable, debt administration, CalPERS payroll reporting, revenue collection, treasury and cash management, utility billing, and the preparation of accurate and timely financial reports. Staff maintain strong internal controls, coordinate the annual audit, and support the



development of both operating and capital budgets.

Working closely with the City Manager, City Council, and all City departments, the Finance team provides financial analysis, supports resource allocation, and maintains transparent public reporting. Through responsible stewardship and high-quality customer service, the Finance Department ensures that City resources are managed prudently for the benefit of residents, businesses, and the entire Sierra Madre community.

THE POSITION

The City of Sierra Madre is seeking an experienced, hands-on financial leader to serve as its next Finance Director. Reporting directly to the City Manager and serving as a member of the Executive Management Team, the Director provides strategic leadership for the City’s financial planning, reporting, and long-term fiscal sustainability. This role oversees the daily and long-range financial



operations of the City and supports the implementation of City Council priorities through clear, data-driven analysis.

The Finance Director leads and mentors a dedicated team, ensuring the timely and accurate completion of accounting functions, payroll, purchasing, utility billing, and the

FINANCE DEPARTMENT BY THE NUMBERS

- \$45.9 million FY 2026 all-funds budget supported
- 5 full-time Finance staff
- 5,000+ utility bills processed annually
- 20,000+ cash and payment transactions recorded each year
- Monthly, mid-year, and year-end financial reports prepared
- Citywide operating and capital budgets administered
- Annual audit and ACFR completed with full compliance

preparation of required financial reports. The Director plays a central role in developing the annual operating and capital budgets, preparing mid-year and year-end updates, managing audit compliance, and maintaining strong internal controls. This hands-on position requires balancing daily operational oversight with long-range forecasting, risk management, and the ability to meet tight, cyclical deadlines.

Working collaboratively across all City departments and with the elected City Treasurer, external agencies, and community partners, the Finance Director serves as a trusted advisor to the City Manager and City Council. The Director supports organizational excellence through transparent financial practices, responsive service, and a solutions-oriented approach that helps ensure Sierra Madre’s continued fiscal stability and community resilience.

IDEAL CANDIDATE

The ideal Finance Director is an experienced municipal finance professional who brings strong technical knowledge, clear communication skills, and a steady, solutions-oriented approach. They understand the full scope of city financial operations and can present complex information in a way that supports effective decision-making.

This candidate values transparency, accuracy, and strong internal controls. They thrive in a small, hands-on team environment, building positive relationships with staff, auditors, departments, and elected officials.

- They will:
- Foster professionalism, accountability, and customer service.
 - Lead by example and mentor staff with clear guidance and support.
 - Apply analytical skills to financial planning and forecasting.
 - Respond to changing needs with calm and practical problem-solving.

QUALIFICATIONS

- Education: Bachelor’s degree in Accounting, Finance, Business or Public Administration; master’s degree or CPA preferred.
- Experience: Six years of professional finance or accounting experience, including two years in a supervisory role.
- Knowledge: Governmental accounting, budgeting, financial reporting, audits, treasury, and internal controls.
- Skills: Strong analytical, communication, and leadership abilities; effective in managing deadlines and guiding staff.
- License: Valid Class C driver’s license.

COMPENSATION & BENEFITS

The annual salary range for the Finance Director is \$167,232 to \$208,853, depending on experience and qualifications. The City of Sierra Madre offers a comprehensive benefits package for Management Employees, reflecting the City’s commitment to employee well-being, financial security, and work-life balance.

Retirement

- CalPERS Retirement:
- Classic Members: 2.5% @ 55
- New Members: 2% @ 62
- The City does not participate in Social Security.

Optional RHS Program:

- Employee contribution of \$100 per pay period (\$2,600 annually).

Deferred Compensation:

- City contribution of \$100 per pay period (\$2,600 annually) through ICMA.

Health & Wellness

- **Medical, Dental, and Vision:**
 - PERS health plans available (HMO/PPO).
 - City contributes up to \$1,500 per month toward premiums for the employee and eligible dependents.
 - \$325 monthly stipend for employees with alternate group insurance.
- **Life and Accidental Death Insurance:**
 - \$100,000 term life policy for the employee.
- **Disability Coverage:**
 - City-paid short- and long-term disability insurance.



SEARCH SCHEDULE

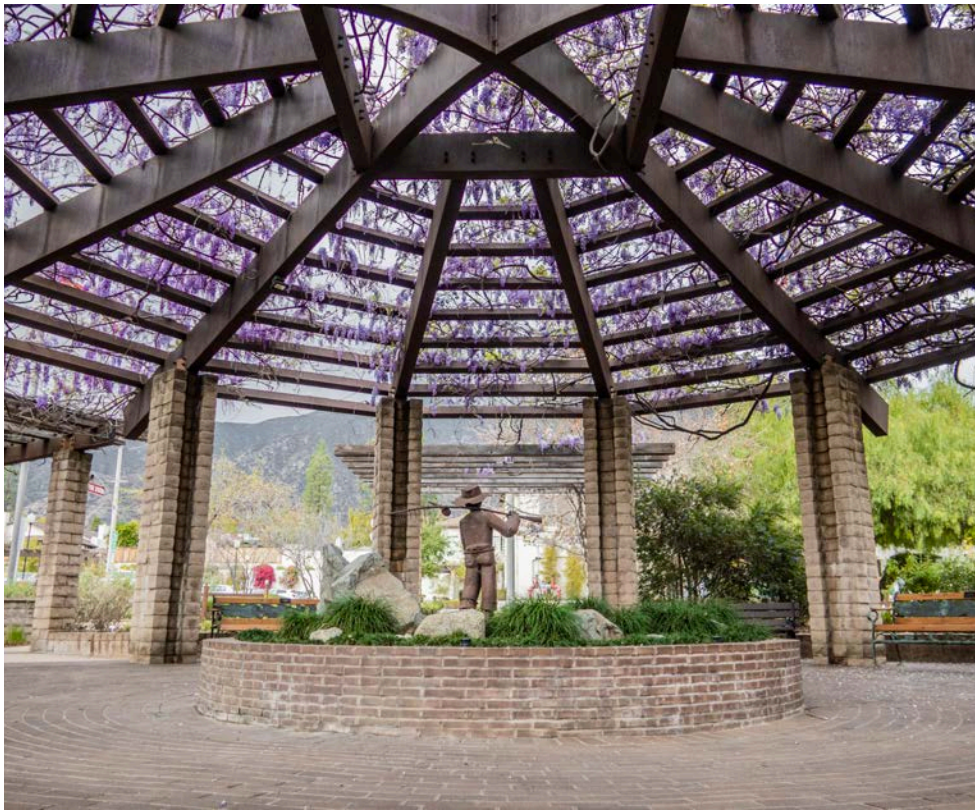
Applications will be accepted until the position is filled.
The following timeline is anticipated:

Application Deadline: January 5, 2026
Preliminary Interviews: January 15, 2026
Final Interviews: January 22, 2026

Finalist interviews will include meetings with the City Manager and department leadership. Candidates should plan to be available in person for these interviews.

LEAVE BENEFITS

- **Vacation:** 96 hours per year, with additional accrual for years of service; buyback option available.
- **Management Leave:** 80 hours per year, with buyback at any time.
- **Sick Leave:** Accrues at 96 hours per year; limited buyback available.



ADDITIONAL BENEFITS

- **Automobile Allowance:** \$300 per month or use of a City vehicle.
- **Mobile Phone Stipend:** \$40 per month.
- **Tuition Reimbursement:** Up to \$10,000.
- **Computer Loan Program:** Low-interest loan up to \$3,000.
- **Alternative Work Schedule:** 9/80 or 4/10 work week; telework available.
- **Flexible Spending Account:** Up to \$2,550 (medical) and \$5,000 (child/parent care) annually.
- **Employee Assistance Program (EAP):** Confidential support for health, financial, and personal matters.
- **Ancillary Benefits:** Voluntary options for supplemental life, accident, cancer, and disability insurance.

RECRUITMENT PROCESS

To apply for this opportunity, please visit:

sierramadrecalocal.gov/employment

Applications will be reviewed as they are received. Qualified candidates will be invited to participate in the interview process, which will include meetings with City leadership and key staff.

For questions regarding this recruitment, please contact:
Human Resources Department
(626) 355-7135 or email at hr@sierramadrecalocal.gov



City of Sierra Madre

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