

Inviting applications for
Finance Manager





General Manager is appointed by the Board and is responsible for carrying out the Board's policy directions. In November 2016 voters overwhelmingly passed Measure F1 to issue \$250 million in bonds for park improvements.

ABOUT THE DEPARTMENT

This new position will lead the Finance Division within the Administrative Services Department, which also includes Human Resources

and Information Technology. The Finance Manager will work with the Administrative Services Director to shape the organizational structure of the new Division. The District manages a \$35 million operating budget

ABOUT THE POSITION

The new Finance Manager will have an opportunity to leave a lasting impact on the District. Reporting to the Administrative Services Director, the Finance Manager is responsible for the daily activities and administration of the Division and oversees the following functions: budget, accounting, payroll, treasury, and purchasing, and will work with the Capital Projects and Development Director to provide financial management support for Bond Measure F1 oversight. The Manager receives general direction and exercises direct supervision over technical and administrative support personnel. The Finance Manager provides highly responsible and complex administrative assistance to the General Manager and Administrative Services Director. This is an at-will position exempt from Civil Service.

ESSENTIAL JOB FUNCTIONS

- Develops, plans and implements Division goals, objectives and processes and plans and directs the activities of the Finance Division.
- Supervises and supports the examination, analysis, and verification of budgetary records including accounting, payroll, treasury disbursements, and purchasing; prepares or directs the preparation of a variety of financial statements and statistical reports.
- Develops District-wide financial policies and procedures, including procedures for handling accounting and financial activities including pre-audit, posting of revenues and expenditures, payroll, purchasing, assessments, and other activities.
- Audits the internal controls related to cash handling procedures in all divisions within the District and makes recommendations as appropriate.
- Manages the District's financial audit process and prepares the District's Comprehensive Annual Financial Report.
- Supervises, evaluates, and provides work direction and coordination for Division staff; evaluates Division staffing arrangements, staffing levels, and work assignments, and makes necessary recommendations; sets performance standards for Division staff and evaluates performance, including professional growth and development goals; submits hiring and other personnel action recommendations for Division staff to the Administrative Services Director.
- Confers, advises, and makes recommendations to the Administrative Services Director, other department directors, and supervisors on a variety of financial matters.

ABOUT THE DISTRICT

The Hayward Area Recreation and Park District, known locally as "HARD" is an independent special district created in 1944 by public vote to provide park and recreation services. The District encompasses over 100 square-miles, and serves 290,000 residents in the City of Hayward and the unincorporated communities of Ashland, Castro Valley, Cherryland, Fairview and San Lorenzo.

HARD is the largest recreation district in California with over 600 employees and 140 parks and facilities. The District provides residents with two golf courses and many beautiful facilities and parks that have received national and state recognition for their design, innovation and beauty, as well as hundreds of educational and recreational classes and programs.

Operating under the Board/Manager form of government, the five Board Members are directly elected for alternating four-year terms. The

- Establishes priorities and assures compliance with all applicable Federal and State laws and regulations. Manages assigned programs through coordinated leadership assuring the Division meets specifically assigned ongoing and annual operational and financial objectives.
- Performs a variety of complex accounting and budget-related duties and analysis including property tax analysis; and ensures proper program administration and resolution.
- Monitors, interprets, and implements GAAP, GASB, and other accounting standards, policies and procedures using discretion and judgment.
- Under the general direction of the General Manager and Administrative Services Director, invests and monitors HARD's cash portfolio according to policy; develops investment policy for consideration by the General Manager, Administrative Services Director and the Board; and develops cash flow forecasts to determine the funds available for long term investments.

- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepare and directs the preparation of a variety of written correspondence, reports, policies, procedures, directives and other materials.
- Assists with the preparation and implementation of the annual Operating and Capital Improvement Plan budgets.
- Oversees and maintains the integrity of HARD budget and accounting financial systems, and advises staff on budget and accounting policies and technical procedures.
- Answers inquiries and performs calculations and analysis on confidential employment matters, including collective bargaining agreement proposal cost calculations.
- Establishes and maintains effective working relationships with all staff.
- Perform related duties as assigned.

implementing accounting systems and procedures. The successful candidate will be a team leader and team builder who demonstrates a commitment to continued learning and growth.

The position will lead a team that is focused on delivering exception customer service. Additionally, the ideal candidate communicates effectively with elected/appointed officials, community groups, advocacy groups and various boards, commissions and committees.



THE IDEAL CANDIDATE

The ideal candidate is a strong manager with outstanding technical skills in public sector finance. He/she will be an effective leader in both the administration and formation of the Finance Division and will possess a proven track record of performing advanced governmental accounting work, supervising accounting staff, developing and implementing financial planning and budgeting procedures, and evaluating, developing, and

EXPERIENCE AND EDUCATION

Experience: Six years of professional and responsible experience in government accounting and financial management, including at least three years in a supervisory capacity.

Education: A Bachelor's degree from an accredited college or university with major course work in public or business administration, accounting, finance or a closely related field. A Master's degree and/or CPA are highly desired.

License: Possession of a valid California driver's license by date of appointment.



- Ten working days paid vacation each year; fifteen days after five years of service; and twenty days after thirteen years of service.
- Minimum of five and up to ten days of administrative leave.
- Fourteen paid holidays a year and three additional paid days between Christmas and New Year's.
- Sick leave accrued at one day per month.
- Social Security paid by District and employee.
- Long Term Disability Plan paid by District.
- Life Insurance policy (\$75,000) paid by District.

HOW TO APPLY

To be considered for this opportunity, please immediately submit a compelling cover letter and resume (including dates of employment, organization size and number of staff managed) directly to:

Nancy Hetrick Management Partners
Email: search@managementpartners.com
Tel: 408-437-5400
District Website: www.haywardrec.org

COMPENSATION/BENEFITS

The annual salary range for this position is \$120,548 to \$146,527. Actual salary will be dependent on experience and qualifications. HARD offers an attractive benefits package that includes:

- Public Employees' Retirement System 2% at 62 for new employees hired after January 1, 2013. Existing CalPERS members (hired before 2013): 2% at 60 for other new hires.
- Choice of three health plans for employees and their dependents, most, if not all of which is paid for by the District.
- Comprehensive dental plan for employees and their dependents that is paid for by the District.
- Vision care reimbursement benefit.
- Post-employment healthcare plan contribution of 2.5% of base salary paid by District.

- District Deferred Compensation Plan available, employee funded.
- Employee Credit Union services.
- Educational Tuition Reimbursement.
- Employee Assistance Program.
- Voluntary Flexible Spending Account for medical and child care expenses, employee funded.
- State Disability, employee funded.

OPEN UNTIL FILLED

**First review of Candidates on Thursday,
November 15**

