



## DIRECTOR OF FINANCE

### **SALARY RANGE:**

Negotiable between:  
\$242,174.40- \$267,009.60 Annually

Thursday, September 11th, 2025 at 11:59PM







## ABOUT THE CITY OF HAYWARD

With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2020 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

## ABOUT THE ORGANIZATION

The City of Hayward, incorporated in 1876, is a full-service charter city located in the heart of the East Bay. Operating under a council-manager form of government since 1956, Hayward is governed by a seven-member City Council, including a Mayor elected at large.

The City is comprised of 12 major departments: City Attorney, City Clerk, City Manager, Development Services, Finance, Fire, Human Resources, Information Technology, Library, Maintenance Services, Police, and Public Works—which includes Engineering & Transportation and Utilities & Environmental Services. Hayward also operates its own municipal airport.

For FY 2025, the City's adopted operating budget totals approximately \$416.7 million, including a General Fund budget of \$218.1 million. The organization supports a workforce of 956.3 full-time equivalent positions. Hayward continues to be recognized for its leadership in water conservation, pollution control, and renewable energy. The City maintains a strong AA+ bond rating and remains committed to transparency and community engagement through a strong digital and social media presence.

## THE DEPARTMENT OF FINANCE

The City of Hayward's Department of Finance is responsible for managing the City's financial operations with a focus on transparency, accountability, and long-term sustainability. The department oversees budgeting, accounting, treasury, purchasing, and revenue collection, and provides critical support to departments across the organization. Committed to excellent service and fiscal responsibility, the Finance team plays a key role in ensuring the City's financial health and operational success.

## MISSION STATEMENT

The mission of the City of Hayward's Finance Department is to ensure the City's financial integrity through responsible budgeting, transparent reporting, and effective management of public funds. We are committed to supporting City operations by delivering accurate financial services, maintaining strong internal controls, and ensuring compliance with all regulatory standards. Through sound fiscal stewardship, we promote accountability, efficiency, and long-term financial sustainability for the City and its affiliated agencies.

## DIRECTOR OF FINANCE

The Director of Finance is a key executive leader for the City of Hayward, responsible for overseeing the City's centralized financial operations and ensuring sound fiscal stewardship. Reporting directly to the City Manager, this position provides strategic leadership and direction in the areas of accounting, budgeting, treasury, revenue collection, licensing, purchasing, central services, and data systems.

As the City's Chief Financial Officer, the Director of Finance leads the preparation, implementation, and oversight of the City's annual operating and capital improvement budgets. The role includes forecasting revenues and expenditures, maintaining strong internal controls, ensuring audit compliance, and driving continuous improvements in financial systems and reporting. The Director also serves as a financial advisor to the City Manager, City Council, and other departments—providing insight and guidance to support informed policy decisions.

This position plays a critical role in promoting transparency, accountability, and efficiency across City operations. The Director will lead a dedicated team of professional, technical, and clerical staff, fostering a collaborative and supportive environment focused on service excellence, innovation, and staff development.

Additional responsibilities include serving as the Treasurer-Controller for the East Bay Dischargers Authority (EBDA), acting as the CFO for the Redevelopment Agency, and supporting key programs such as the Rent Review Board.





## PRIMARY RESPONSIBILITIES

- Duties may include, but are not limited to, the following:
- Develop and implement goals, objectives, policies and priorities.
- Plan, organize, direct and control the financial activities of the City including the accounting, treasury, revenue collections, licensing, data processing, purchasing, central stores, central services, and employee insurance and benefits functions.
- Acts as chief financial officer for the Redevelopment Agency.
- Plan, organize, and direct the preparation, implementation and control of the City's annual operating budget and capital improvement budget; forecast city revenues, expenditures and year-end balances.
- Review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures and insure audit compliance.
- Direct the design, implementation, and control of automated financial system.
- Prepare and present financial and administrative reports and resolutions to the City Council as well as Council committees.
- Represent the City Manager before citizens, elected officials, committees and Boards on financial and administrative matters of the City.
- Provide financial support and assistance to City departments.
- Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager and City Council.
- Supervise rent review program and attend Rent Review Board meetings.
- Serve as Treasurer-Controller for the East Bay Dischargers Authority (EBDA).
- Select, supervise, train and evaluate staff.
- Perform related duties as assigned.

## THE IDEAL CANDIDATE

The City is seeking a visionary and collaborative Director of Finance to provide strong leadership during a pivotal time. The ideal candidate is a financially skilled and emotionally intelligent professional with extensive experience in public sector finance, accounting, and debt management. They bring the expertise to navigate budget challenges while supporting long-term financial stability and improving day-to-day operations.



This individual will foster a positive and supportive workplace culture by encouraging open communication, collaboration, and the development of high-performing staff. With empathy, integrity, and adaptability, the Director will build strong relationships across departments, the Executive Team, elected officials, and City leadership.

A successful candidate will prioritize transparent communication, including regular updates to internal and external stakeholders on the City's financial health. They will be comfortable making presentations and speaking publicly before City Council, staff groups, and other audiences. A strong commitment to transparency, accountability, and open access to financial information will be essential.

In addition to being a trusted advisor to the City's executive leadership, the Director will play a key role in supporting staff development, retention, and morale. A reform minded approach, combined with strong leadership, problem-solving skills, and a deep understanding of government finance, will be critical to enhancing internal controls, improving reporting systems, and ensuring the City's long-term fiscal success.

Join us in shaping Hayward's financial future and strengthening the foundation of a thriving, resilient city.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles and methods of finance administration, particularly in the areas of accounting, budgeting, auditing, and data processing.
- Modern office practices, procedures, methods and equipment.
- Laws regulating the financial administration of City government.
- Modern principles and practices of purchasing, stores and risk management.
- Budget preparation, program analyses, and revenue forecasting.
- Principles and practices of organization, administration, and personnel management.

### Ability to:

- Develop and install sound accounting systems and procedures.
- Prepare complex financial statements, reports, and analyses.
- Supervise, train and evaluate professional, technical and clerical staff.

**Experience and Education:** Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Eight years of progressively responsible experience in accounting and financial work including considerable administrative and supervisory experience.

**Education:** Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or business administration.





## SALARY

**Negotiable between \$242,174.40- \$267,009.60 Annually**

## BENEFITS

Depending on [employee group](#), some of these benefits may include:

- Flexible Work Schedule
- Vacation - 80 hours minimum
- 15.5 Paid Holidays
- Generous employer contribution for Health, Dental and Vision coverage
- CalPERS Defined Benefit Retirement Plan (2.5% at 55 for Classic CalPERS members | 2.0% at 62 for New CalPERS members | 3.0% at 50 for Classic Safety members | 2.7% at 57 for New Safety Members) - No Social Security participation.
- Life and Disability Insurance and Paid Leave
- Flexible Spending Accounts
- Tuition Reimbursement
- Health and Wellness Reimbursement
- Professional Development Reimbursement
- 457 Deferred Compensation Plan (employee paid)

## APPLICATION AND SELECTION PROCESS

Candidates must submit a completed job application and a response to the Supplemental Questions. Following the closing date, applications will be screened and candidates considered best qualified will move forward to a competitive examination process, which includes oral panel interviews held on Thursday, October 2<sup>nd</sup>, 2025. The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

