



CITY OF HAWTHORNE
Human Resources Division
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.com
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE (NON-CLASSIFIED)

SALARY: \$8,707 - \$11,894 per month

OPENS: Monday, April 22, 2013

CLOSES: Open Until Sufficient Amount of Applications Received
(No faxes, postmarks, or emails accepted)

THE POSITION

Under policy direction, plans, organizes and directs the activities and programs of the Finance department in providing comprehensive City-wide financial and accounting services, including financial analysis and budgeting, accounting, payroll and purchasing services for the City; provides expert professional assistance and guidance to management on financing, budgeting, revenue management, and accounting and related matters; advises the City Manager and the Mayor and City Council on long-term financial planning on policy matters; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, & Experience: Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and at least ten (10) years of progressively responsible municipal finance work, at least five (5) of which were in a management capacity; or an equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;

(B) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

APPLICANT INFORMATION

Applicants must file a complete and concise City of Hawthorne application. A required city application may be obtained online at www.cityofhawthorne.com, in person from the Human Resources Division - 4455 W. 126th Street, Hawthorne, CA 90250 - or by calling (310) 349-2950. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application. All application materials must be submitted to the Human Resources Division by the final filing date and time. The City of Hawthorne is not responsible for deliveries made by the U.S. Postal Service or any private courier service. Applications arriving after the approved filing date will not be accepted. All applications will be reviewed, but due to the large volume of applications typically received, only those candidates determined to be the MOST QUALIFIED on the basis of experience and education, as submitted, will be invited to participate in the selection process.

TESTING

The examination will consist of an oral interview (weighted 100%). Candidates must pass this phase in order to continue in the process.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

RECRUITMENT PROCESS

Application Procedure: A City application is required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

EMPLOYEE BENEFITS

The City of Hawthorne benefit package includes Employer paid Public Employees' Retirement System (CalPERS); City employees do not participate in Social Security; Alternative work schedule (9/80); Bilingual Pay; Educational reimbursement; Savings & loan services available through Kinecta Federal Credit Union; Section 125 and Deferred Compensation Plans; and choice of medical and dental plans. **PLEASE NOTE: ALL INSURANCE PREMIUMS ARE PAID IN FULL BY THE EMPLOYEE AND ARE DEDUCTED FROM THE EMPLOYEE'S BI-WEEKLY SALARY.**

EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment medical exam, drug screening, thorough background check, and fingerprinting process.

Disabled applicants requiring special testing arrangements should contact the Human Resources Division prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for over 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.