

RESOLUTION NO. 2025-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON  
APPOINTING ALICE HUI TO SERVE AS THE DIRECTOR OF  
FINANCE/CITY TREASURER OF THE CITY OF VERNON AND  
APPROVING AND AUTHORIZING THE EXECUTION OF A RELATED AT-  
WILL EMPLOYMENT AGREEMENT

SECTION 1. Recitals.

- A. The Director of Finance/City Treasurer position has been vacant since February 2024.
- B. On September 17, 2024, the City Council of the City of Vernon adopted Resolution No. 2024-020 appointing Georgia A. Decavalles-Hughes to serve as Interim Director of Finance/City Treasurer effective September 4, 2024, until the City completed its recruitment process and filled the position on a permanent basis.
- C. On or about August 21, 2024, the City retained the services of Bob Murray & Associates (Bob Murray) to conduct a recruitment for the position of Director of Finance/City Treasurer for the City of Vernon.
- D. Bob Murray created an executive recruitment brochure for the position (attached hereto as Exhibit A) and conducted a broad and extensive recruitment that included multiple screenings and interviews of numerous applicants.
- E. The top seven candidates were interviewed by the external recruiter, and four candidates were recommended. Two candidates moved forward and were invited to participate in a dual panel interview process consisting of City and external evaluators on March 5, 2025.
- F. The City Administrator of the City of Vernon has determined Alice Hui (Hui) to be the most qualified candidate for the position and desires to appoint Hui to serve as the Director of Finance/City Treasurer, effective April 14, 2025.
- G. At its regular City Council meeting on April 1, 2025, prior to taking final action to approve this resolution, the City Council received an oral report summarizing the recommended appointment and compensation, in accordance with Government Code Section 54953(c)(3).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 3. The City Council hereby appoints Alice Hui to serve as the Director of Finance/City Treasurer of the City of Vernon, effective April 14, 2025.

SECTION 4. The City Council hereby approves and authorizes the execution of the At-Will Employment Agreement with Alice Hui to serve as Director of Finance/City Treasurer of the City of Vernon, in substantially the same form as attached hereto as Exhibit B.

SECTION 5. The City Clerk, or any authorized officer, shall administer the Oath of Office prescribed in the Constitution of the State of California to Hui and shall have her subscribe to it and file it with the Human Resources Department.

SECTION 6. The City Council of the City of Vernon hereby directs the City Clerk, or the City Clerk's designee, to give a fully executed Agreement to Hui.

SECTION 7. The City Clerk or Deputy City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED April 1, 2025.

\_\_\_\_\_  
JUDITH MERLO, Mayor

ATTEST:

\_\_\_\_\_  
YONNIE PARKER, Deputy City Clerk  
(seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
ZAYNAH N. MOUSSA, City Attorney



**Exhibit A**



**DIRECTOR OF FINANCE/  
CITY TREASURER**



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



## THE COMMUNITY

The City of Vernon is a dynamic full-service city of 5.2 square miles located about five miles to the southeast of downtown Los Angeles. Founded in 1905 as the first exclusively industrial city in the Southwestern United States, Vernon is home to 250 residents and has embarked on ambitious plans to increase its residential population and establish itself as an ideal place to live and work. The City currently houses more than 1,800 businesses that employ approximately 50,000 people, serving as a vital economic engine for the Southern California region. Vernon offers an environment uniquely friendly to business and has a diverse industry makeup comprising many Fortune 500 companies in industries that include food and agriculture, apparel, steel, plastics, logistics and home furnishings. Through the City's implementation of more than 150 good governance reforms, Vernon – the City that has characterized itself as "Exclusively Industrial" for almost 120 years – has firmly established itself as a model city for good governance. Vernon maintains strong philanthropic ties with the neighboring communities where much of its workforce lives, providing significant support for public services through the City's CommUNITY Fund grants for programs in areas such as health care and education. The City has embarked on aggressive plans for its future as it moves towards increasing its residential population, more balanced land uses, and mitigating industrial impacts in the region. With Vernon's proximity to downtown Los Angeles and major regional and worldwide economic markets and industries, unique opportunities exist in the community to address regional housing shortages while establishing itself as an ideal place to both live and work.

## THE ORGANIZATION

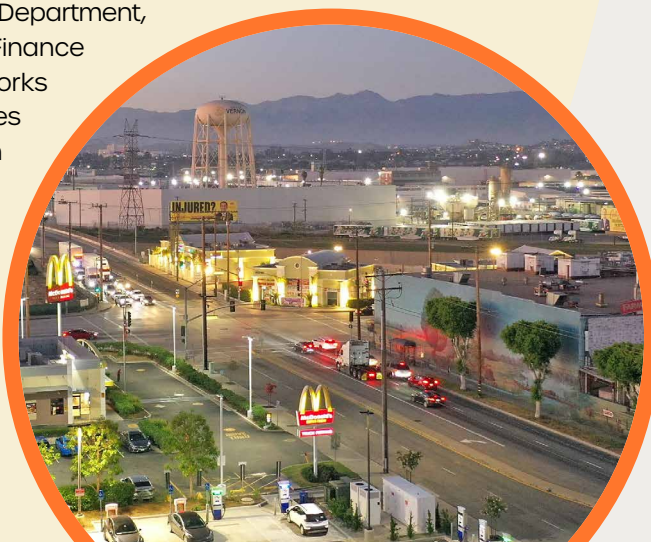
The five members of the Vernon City Council are elected at large, on a non-partisan basis, for five-year staggered terms and no person may serve more than two full terms of office. The Mayor and Mayor Pro Tem positions are rotated annually among Council Members in order of election. The City's total projected budget for FY 2024-2025 is just over \$401 million (including Utility Enterprise Funds). The General Fund budget is approximately \$84 million. The City employs a little over 225 employees to staff the following departments: City Administration, the Office of the City Attorney, Office of the City Clerk, Human Resources Department, Police Department, Finance Department, Public Works Department, Public Utilities Department and Health and Environmental Control Department. Established by city ordinance in 1907, Vernon is one

of four cities in California with a local Health Department. Vernon Public Utilities is a three-time National American Public Power Association Diamond level RP3 Award-winning utility and provides reliable and low-cost Electricity, Fiber Optic Internet Service, Natural Gas (transmission & distribution), and Water. Uniquely service-oriented, Vernon is the only California city that operates its own local Health Department, and Public Utility providing electric, natural gas, water, and fiber optic internet services.

## THE POSITION

The Director of Finance/City Treasurer serves as the City's Chief Financial Officer and is responsible for performing complex management and technical duties. This includes responsibility for maintaining fiscal stability and safeguarding the assets of the City, providing financial advice to the City Administrator and City Council, and assuring that financial activities are in compliance with state and federal regulations, and City policies. The Director of Finance/City Treasurer provides leadership and direction over the activities of staff members of the Finance/Treasury Department and is considered a critical member of the Executive Team. The executive team has been assembled to position Vernon for success as it evolves as a city through growing its residential population, diversifying its land uses, mitigating local environmental impacts, and transitioning its business base from heavy industrial/manufacturing to clean, green commerce. The Director of Finance/City Treasurer will:

- Manage the Finance Department through effective planning and fiscal management; provide leadership, direction and guidance in financial strategies and priorities; evaluate and analyze financial data and recommend and implement solutions; assure the financial



activities and procedures are in compliance with all laws, policies, regulations, and accounting standards.

- Serve as principal financial advisor to the City Council and City Administrator; provide leadership, direction, and guidance to achieve the City goals of fiscal well-being and integrity; interpret concerns, define desired results, develop solutions, communicate status of financial issues, interpret and explain policies and regulations, and assure the efficient delivery of high-quality financial services.
- Monitor Finance Department operations and internal financial controls; assure the quality of the financial activities, services, and work products; prepare and review statistical analyses to evaluate trends and financial status.
- Develop revenue and expenditure forecasts and recommend budget adjustments
- Direct, lead, and motivate the Finance staff; plan, prioritize, and assign tasks and projects; monitor work, develop skills, and evaluate performance; meet with team to discuss and resolve workload, special projects, quality standards, customer services, and technical issues; review work, verify the accuracy of financial records, identify corrective actions, and assure required deadlines are met.
- Analyze financial information on City operations, evaluate departments' needs and goals, and recommend financial resources; review and monitor status reports, and recommend appropriate actions; prepare and present financial forecasts and status reports to City Council.
- Analyze the City's financial condition and develop plans to assure financial performance meets goals; coordinate development of City budget; monitor budget, revenue, and expenditure trends.
- Direct financial reporting, preparation of financial statements, and development of the Annual Comprehensive Financial Report (ACFR); oversee the City's banking, cash and debt management, bond rating, and investment activities; interpret laws, rules, regulations, and guidelines for financial procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; monitor and evaluate workload, technical support systems, internal reporting relationships, and interagency issues; identify opportunities for improvement, and develop recommendations.



- Coordinate and resolve financial and technical issues with elected officials and outside agencies.

## THE IDEAL CANDIDATE

The City of Vernon is seeking a candidate who is well versed in all aspects of the field of municipal finance. The ideal candidate will have broad municipal or similar public agency experience in budgeting, accounting, municipal bonds, debt management, and other public agency financing initiatives. Candidates with experience working in municipal agencies that include public utility services and/or enterprise funds are of particular interest to the City. A transparent, collaborative, and experienced candidate is desired.

The City's next Director of Finance/City Treasurer will also have a record of proven success in advancing the use of technology in providing municipal services and implementing pension debt strategies. The City seeks an individual who brings a collaborative and creative perspective to the role and who is committed to a philosophy of ethical and customer-centered service delivery. He/She should be a team player who is open and approachable. Furthermore, the new Director should be responsive, in a timely manner, to requests from the City Council, City Administrator, Department Heads and the public.

The ideal candidate is a team player who empowers and motivates staff, and understands the needs of a growing city. Candidates who are well versed in all aspects of municipal finance and who have knowledge of budgeting, accounting, municipal bonds, and debt





management are encouraged to apply. The successful candidate will be responsive, timely, and accurate. Qualified candidates typically possess a Bachelor's Degree in Accounting, Finance, or Business Administration along with seven (7) years of experience managing public sector financial operations. A Master's Degree in Finance or Business Administration as well as a Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation is desirable.

## THE COMPENSATION

The annual salary range for the Director of Finance/City Treasurer position is \$219,467 - \$266,764. Placement within this range depends upon qualifications and experience. The City also offers an excellent benefits package including vacation, holiday, sick, and administrative leave; life insurance; and medical, dental, and vision insurance. 2025 aggregate allowance of up to \$2,194.03 per month for family coverage. This position also receives a \$400 per month auto allowance. Pre-tax supplemental insurance plans are offered through AFLAC, Colonial Life, and Mutual of Omaha; there is an option to participate in a Section 125 IRS Plan for reimbursement of dependent care and medical costs; retirement benefits are offered through the California Public Employees Retirement System (CalPERS), with a 2.7% at 55 formula for classic members (classic employees currently pay an 8% employee contribution and a 3% share of the employer contribution) and a 2% at 62 retirement formula for new members (currently new employees pay a 7% contribution); 457 deferred compensation plan available at employee cost; the City does not participate in Social Security; credit union membership also available.

**The City has a 4/10 work schedule and there is an option for participation in a Hybrid Work Program that provides both onsite and remote work opportunities.**

**City Council meetings and Commission meetings are held during the day.**



## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

**[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)**

**Filing Deadline:  
February 9, 2025**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Vernon. Candidates will be advised of the status of the recruitment following selection of the Director of Finance/City Treasurer.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080



## **Exhibit B**

### **AT-WILL EMPLOYMENT AGREEMENT (NON-SAFETY) BETWEEN THE CITY OF VERNON AND ALICE HUI**

This At-Will Employment Agreement (Agreement) is between the City of Vernon (City) and Alice Hui (Employee).

#### **Recitals**

City desires to employ Employee as an at-will employee in the position of Director of Finance/City Treasurer. Employee desires to be the Director of Finance/City Treasurer and acknowledges that such employment is at-will.

The City Administrator, pursuant to the authority granted by the City of Vernon Charter and City Council, agrees to hire Employee, as an at-will employee, subject to the terms and conditions identified below.

#### **AGREEMENT**

##### **Section 1: TERM**

The effective date of this Agreement shall be Monday, April 14, 2025. Either party may terminate this Agreement pursuant to the provisions set forth below. Employee is an at-will employee and may be terminated, with or without cause, upon thirty (30) days written notice. Employee may resign with thirty (30) days advance notice as set forth in Section 8 below.

##### **Section 2: DUTIES**

A. City engages Employee as the Director of Finance/City Treasurer to perform the functions and duties specified in the job description for the position (Attachment "A", incorporated herein by this reference), as the same may be modified by the City Administrator, from time to time, and to perform such other legally permissible and proper duties and functions as the City Administrator shall, from time to time, assign.

B. Employee agrees that to the best of her ability and experience that she will at all times conscientiously perform the duties and obligations required, either express or implied, by the terms of this Agreement, the ordinances, resolutions and adopted policies of the City of Vernon and the laws and regulations of the State of California and the United States.

C. As a public employee, Employee is required to work a full and complete work week pursuant to the established work schedule as determined by the City Administrator, and devote whatever time is necessary to fulfill the employment responsibilities and duties as identified in this Agreement.

D. During the term of this Agreement, Employee is required to have and maintain a valid California Driver's license.

E. Employee acknowledges that in connection with the performance of her duties, she will obtain information from City employees and third parties that is of a confidential nature. Employee agrees that she will not disclose such confidential information other than to officers and employees of the City who have been authorized to have access to such information. Employee further agrees that if she has a question as to the confidentiality of information obtained in the course of her employment, she will contact the City Attorney for advice.

### Section 3: **EXCLUSIVE EMPLOYMENT**

Employee agrees to focus her professional time, ability and attention to City business during the term of this Agreement. Consequently, Employee agrees not to engage in any other business pursuits, whatsoever, directly or indirectly, render any services of a business, commercial, or professional nature to any other person or organization, for compensation, without the prior written consent of the City Administrator. This does not preclude Employee from volunteering her services to other entities or individuals as long as such volunteer services are not in conflict with the services to be provided by Employee under this Agreement.

### Section 4: **COMPENSATION**

As compensation for the services to be rendered by Employee, City agrees to pay Employee a base starting salary of no less than \$254,061, per year, payable in twenty-six (26) biweekly installments at the same time as other employees of the City are paid and subject to customary withholding. Salary adjustments (merit increases), if any, in Employee's salary during the term of this Agreement shall be at the sole discretion of the City Administrator based upon the City Administrator's evaluation of Employee's job performance and within the base salary range established by the City Council or as otherwise approved by the City Council. Employee shall receive cost of living adjustments (COLAs) that are received by City executive staff, if any. Any and all adjustments shall be in accordance with City personnel policies and procedures. Employee's salary shall be reflected in the City's publicly available salary schedule.

### Section 5: **BENEFITS**

#### A. **Retirement**

As an employee of the City of Vernon, Employee will be enrolled in the California Public Employees Retirement System (PERS) retirement plan, as such plan may be amended by the City Council. As of the date of this employment agreement, such plan includes the 2.7% at 55 benefit formula for "classic" miscellaneous employees or the 2.0% at 62 benefit formula for "new" miscellaneous employees. The Employee pays for the employee contribution to PERS. Classic CalPERS member employees currently



pay an 8% employee contribution and a 3% share of the employer contribution. PEPR CalPERS member employees currently pay a 7% employee contribution.

**B. Other Executive Management Benefits**

Employee shall receive all benefits specified by the then current Resolutions of the City Council of Vernon for Executive Management Staff, including, without limitation, those related to Vacation, Executive Leave, Holidays, Sick Leave, Medical and Dental Insurance, Retiree Health benefits, Life Insurance, Flexible Benefits Plans, Vision Care, Other Leaves, Deferred Compensation at employee cost, and other types of leave in accordance with the Citywide Fringe Benefits Policy and Personnel Policies and Procedures Manual. The benefits set forth in the City's current Citywide Fringe Benefits Policy, shall be the minimum benefits provided to Employee, subject to any future enhancements or increases as may be approved and adopted by the City Council.

Upon Employee's hire date, Employee shall receive credit for all previous full-time years of service in other CalPERS public agencies for purposes of determining Employee's eligibility for Retiree Health benefits and in determining Employee's accrual rate and eligibility for Sick Leave and Vacation time, as provided in the Citywide Fringe Benefits Policy. In addition, upon the effective date of this Agreement, Employee shall receive an initial balance of 80 hours of Vacation time and 80 hours of Sick leave during her first year of City employment, which cannot be cashed out and shall not carry over to the next calendar year. Employee will accrue Vacation time at the Executive 16 years of service level with 185 annual vacation hours at a bi-weekly accrual rate of 7.12.

**Section 6: TERMINATION AND SEVERANCE PAY**

- A. Employee is an at-will employee and serves at the will and pleasure of the City Administrator and may be terminated at any time, without cause, subject to the conditions of paragraphs B and C of this section.
- B. In the event that Employee is terminated by the City Administrator for reasons other than physical or mental incapacity, and other than those reasons noted in paragraph E, below, the City agrees to pay the employee a severance amount equal to six (6) months of base salary.
- C. To be eligible for severance pay, as identified in paragraph B, of this section, Employee shall fulfill all of her obligations under this Agreement and shall sign a severance agreement and release of all claims against the City.
- D. All severance payments shall be paid within thirty (30) calendar days of the date Employee executes the severance agreement and release of claims against the City.
- E. Notwithstanding paragraphs A, B and C, above, if Employee resigns or retires, or is terminated due to insubordination, incapacity, dereliction of duty, violation of the City's Alcohol and Drug-Free Workplace Policy III-1, conviction of a crime involving moral turpitude or involving personal gain to her or abuse of her office or position or any felony or for a breach of this Agreement, City shall have no obligation to pay any severance provided in this section.

Furthermore, Employee agrees that any severance provided shall be fully reimbursed to the City if the Employee is convicted of a crime involving an abuse of her office or position.

- F. Upon termination, Employee shall be paid for all earned, but unused, vacation time and any sick leave if Employee meets the eligibility criteria for this type of leave payout.

#### Section 7: **ABUSE OF OFFICE OR POSITION**

If Employee is paid leave salary during a pending investigation, any salary provided for that purpose shall be fully reimbursed to the City if Employee is convicted of a crime involving an abuse of her office or position.

If Employee is provided funds for any legal criminal defense during her employment with the City, any funds provided for that purpose shall be fully reimbursed to the City if the Employee is convicted of a crime involving an abuse of her office or position.

If this Agreement is terminated, any cash settlement related to the termination that Employee may receive from the City shall be fully reimbursed to the City if Employee is convicted of a crime involving an abuse of her office or position.

#### Section 8: **CONFLICT OF INTEREST PROHIBITION**

Employee understands and agrees that because of the duties of Employee within and on behalf of the City of Vernon, Employee shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any project, development, or venture conducting business within the corporate limits of the City of Vernon or within real property owned by the City of Vernon, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior written approval of the City Council and compliance with all applicable state and local regulations governing financial conflicts of interest. Employee further agrees not to invest in any real estate or property improvements within the corporate limits of the City of Vernon or on real property owned by the City of Vernon without prior written consent of the City Council.

#### Section 9: **RESIGNATION / RETIREMENT**

Employee may resign at any time. Employee may retire, provided she is eligible for retirement, at any time. Employee agrees to provide thirty (30) calendar days advance written notice of the effective date of her resignation or retirement.

In the event Employee retires or resigns, Employee shall be entitled to payment for earned, but unused, vacation time, and any sick leave if Employee meets the eligibility criteria for this type of leave payout, but not to severance pay as delineated in Section 6, paragraph B, above.

Section 10: **DISABILITY**

If Employee is permanently disabled or otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health for a period of thirty (30) calendar days beyond any earned sick leave, City shall have the option to terminate this Agreement; however, the City's option to terminate under this Section shall be limited by its obligation to engage in the interactive process for reasonable accommodations and to provide reasonable accommodations as required by law. Nothing in this Section shall be construed to limit or restrict Employee's benefits or rights under workers' compensation or the Public Employees Retirement System ("PERS").

However, as delineated in Section 6 of this Agreement, an employee terminated under this section is not eligible for severance pay.

In cases of disability, Employee shall be compensated for any earned, but unused, vacation leave, and any sick leave if Employee meets the eligibility criteria for this type of leave payout.

Section 11: **GENERAL PROVISIONS**

A. **Notice**

Any notices required by this Agreement shall be in writing and either delivered in person or by first class, certified, return receipt requested U.S. Mail with postage prepaid. Such notice shall be addressed as follows:

TO CITY:                      City Administrator  
                                     City of Vernon  
                                     4305 Santa Fe Avenue  
                                     Vernon, CA 90058

TO EMPLOYEE:      Alice Hui  
                                 [Deliver to last updated address in personnel file]

B **Entire Agreement**

The text of this Agreement shall constitute the entire and exclusive agreement between the parties. All prior oral or written communications understanding or agreements between the parties, not set forth herein, shall be superseded in total by this Agreement. No Amendment or modification to this Agreement may be made except by a written agreement signed by the Employee and the City Administrator and approved as to form by the City Attorney.



**C      Assignment**

This Agreement is not assignable by either the City or Employee.

**D      Severability**

In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portions of this Agreement.

**E.      Effect of Waiver**

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions in this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other time or times.

**F.      Jurisdiction**

Any action to interpret or enforce the terms of this Agreement shall be held exclusively in a state court in Los Angeles County, California. Employee expressly waives any right to remove any such action from Los Angeles County.

**G.      Effective Date**

This Agreement shall take effect on Monday, April 14, 2025.

[Signatures Begin on Next Page].

IN WITNESS WHEREOF, the City of Vernon has caused this Agreement to be signed and executed on its behalf by its City Administrator, and executed by the Employee.

City of Vernon, a California charter City and  
California municipal corporation

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Brian Saeki, City Administrator

ATTEST:

\_\_\_\_\_  
Yonnie Parker, Deputy City Clerk


APPROVED AS TO FORM:

\_\_\_\_\_  
Zaynah Moussa, City Attorney

In signing this Agreement, Employee understands and agrees that her employment status is that of an **at-will employee** and that her rights to employment with the City are governed by the terms and conditions of this Agreement rather than the ordinances, resolutions, and policies of the City of Vernon which might otherwise apply to employees of the City. Employee further acknowledges that she was given the opportunity to consult with an attorney prior to signing this Agreement.

Signed:

Dated: 3/24/25

  
\_\_\_\_\_  
Employee



**ATTACHMENT A**

**Job Description**



## JOB DESCRIPTION

### Director of Finance/City Treasurer

Date Prepared: March 2014

Class Code: 1210

Date Revised: October 2023

**SUMMARY:** Under limited supervision, serves as the Chief Financial Officer for Citywide financial management including financial planning, forecasting, capital project financing, investment oversight, debt issuance, management of financial risks, financial operations, and financial reporting; performs complex management and technical duties as the Finance Director and City Treasurer, with responsibility for maintaining fiscal stability and safeguarding the assets of the City; provides financial advice to the City Administrator and City Council; manages assigned personnel, and assures that financial activities are in compliance with state and federal regulations, and City policies and best practices.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the Finance Department through effective planning and fiscal management; provides leadership, direction and guidance in financial strategies and priorities; evaluates and analyzes financial data and recommends and implements solutions; assures the financial activities and procedures are in compliance with all laws, policies, regulations, and accounting standards.
- Serves as principal financial advisor to the City Council and City Administrator; provides leadership, direction, and guidance to achieve the City goals of fiscal well-being and integrity; interprets concerns, defines desired results, develops solutions, communicates status of financial issues, interprets, and explains policies and regulations, and assures the efficient delivery of high-quality financial services.
- Monitors Finance Department operations and internal financial controls; assures the quality of the financial activities, services, and work products; prepares and reviews statistical analyses to evaluate trends and financial status; develops revenue and expenditure forecasts and recommends budget adjustments.
- Directs, leads, and motivates the Finance staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; meets with team to discuss and resolve workload, special projects, quality standards, customer services, and

technical issues; reviews work, verifies the accuracy of financial records, identifies corrective actions, and assures required deadlines are met.

- Analyzes financial information on City operations, evaluates departments' needs and goals, and recommends financial resources; reviews and monitors status reports, and recommends appropriate actions; prepares and presents financial forecasts and status reports to City Council.
- Analyzes the City's financial condition and develops plans to assure financial performance meets goals; coordinates development of City budget; monitors budget, revenue, and expenditure trends.
- Directs financial reporting, preparation of financial statements, and development of the Annual Comprehensive Financial Report (ACFR); oversees the City's banking, cash and debt management, bond rating, and investment activities; interprets laws, rules, regulations, and guidelines for financial procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates workload, technical support systems, internal reporting relationships, and inter-agency issues; identifies opportunities for improvement, and develops recommendations.
- Coordinates and resolves financial and technical issues with elected officials and outside agencies.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Accounting, Finance, or Business Administration; AND seven years of experience managing public sector financial operations. Master's Degree in Finance or Business Administration is desirable.

##### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices, and policies, rules, and regulatory reporting requirements.
- Generally Accepted Accounting Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Federal and state laws and statutes governing municipal operations, public records, and open meetings.
- Legal, ethical, and professional rules of conduct for municipal finance officers.
- Principles and practices of administrative management, including personnel rules, procurement, contract management, risk management, and employee supervision.
- Record keeping and file maintenance principles and procedures.
- General ledger and account reconciliation standards.



**Skill in:**

- Analyzing problems, defining complex issues, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations to support goals and build the organization.
- Effectively managing and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Reading, interpreting, understanding, and applying accounting standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Analyzing City needs and prioritizing and promoting financial strategies to meet future needs.
- Monitoring and interpreting financial documents and assuring compliance with all regulatory requirements governing municipal financial activities.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing interrelated financial and technical records and identifying and reconciling errors.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation is preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.