

HAYWARD AREA RECREATION & PARK DISTRICT



INVITES YOU TO BE A PART OF AN EXCITING TEAM
IN THE POSITION OF:

FINANCE MANAGER

The District

The Hayward Area Recreation and Park District, known locally as “H.A.R.D.,” is an independent special use district created to provide park and recreation services for over 300,000 residents. Our boundaries encompass a 100 square-mile area, which includes the City of Hayward and the unincorporated communities of Ashland, Castro Valley, Cherryland, Fairview, and San Lorenzo.

In 1944, representatives of the City of Hayward, various school districts, and local civic organizations developed a proposal for establishment of the Hayward Area Recreation and Parkway District. When an initiative was placed on the November 7th ballot, the residents voted overwhelmingly for the creation of the District, which was officially formed on December 11, 1944. In 1958, the District changed its name to the Hayward Area Recreation and Park District and has become the largest recreation district in the State of California.

Since its creation, the District has provided residents with many beautiful facilities and parks, many of which have received national and state recognition for their design, innovation and beauty, as well as offered or made available hundreds of educational and recreational classes and programs.



Governance

H.A.R.D. is governed by an elected five-member Board of Directors and holds monthly Board Meetings on the second and fourth Mondays of each month. The full-time staff currently includes over 132 employees in five departments: General Manager’s Office and Administrative Services, Parks and Facilities Maintenance, Recreation,

Arts and Community Services, Golf, and Capital Planning and Development. There are over 400 hourly and seasonal employees that help provide programs and services for the District. The District’s General Fund provides for flexibility and is funded by several revenue sources totaling \$35.8 million which support the \$35.5 million in expenditures. The main source of support is tax revenue, which alone totaled \$27.1 million, while other sources include charges for services. The District also has undertaken an aggressive CIP, financed by a \$250 million General Obligation Bond



The Position and Ideal Candidate

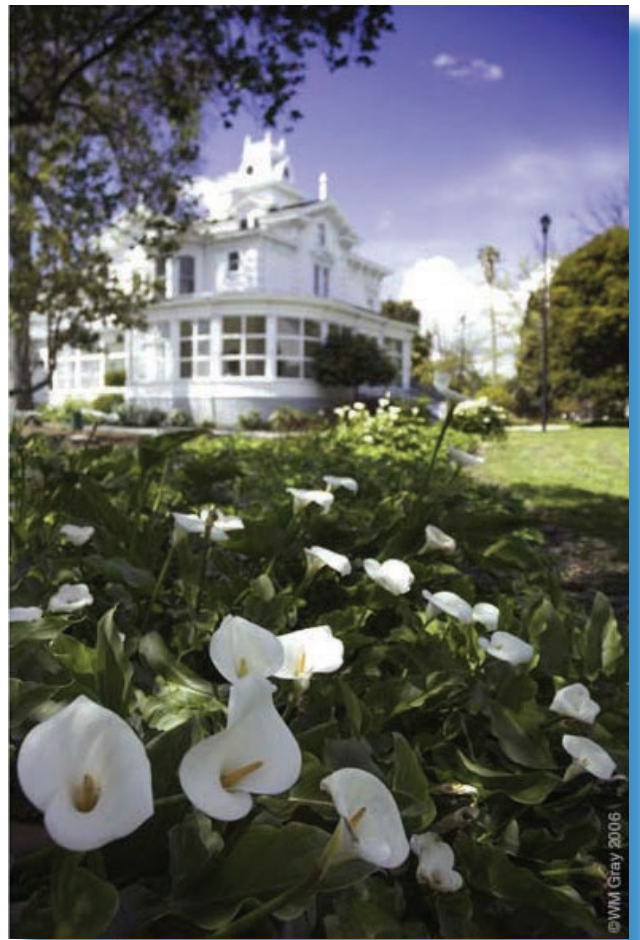
The Finance Manager will report directly to the Administrative Services Director and have

oversight of the Finance & Accounting Division of the Administrative Services Department. The Finance Manager in addition to having a high level of technical ability, will need to be strong leader and a mentor. The Finance Manager will oversee a staff of 5.5 FTEs including one accounting supervisor, two accountants, two accounting clerks and a part-time payroll specialist.

The new Manager will join the organization at an exciting time with a lot of interesting and engaging challenges that need to be tackled. The organization is beloved by the community and recently had a new bond measure approved by approximately 80%. The new Finance Manager will need to build on this trust by continuing to ensure that the organization meets its reporting and oversight requirements. The District is in the midst of a new ERP transition as well as putting out RFPs for a new banking service. Additionally, the position requires a lot financial reporting related to bond oversight and capital projects and the new leader will need to upgrade standard operating procedures as well as further enhance financial reporting. The new Manager will be expected to manage the budget process in a collaborative fashion as well as continuing to work very closely with the capital project staff on financial analysis and reporting process upgrades.

The ideal candidate will be a hands on and engaging leader.

A track record of mentorship and teaching is highly desired as staff development is a key priority. The finance team members are hard-working and dedicated, and will benefit from greater levels of financial expertise and knowledge. A visible and active management approach will be critical to success towards ensuring a strong culture of customer service and service delivery in forging stronger partnerships with District peers. This leadership style will consistently reinforce the importance and impact of the various aspects of financial operations.



Specific experience in the nuances of public sector accounting with regards to restricted funds, budgets and bond oversight committees will be highly critical in this role. Previous experience managing these functions and ensuring the organization complies with its oversight responsibilities is desirable. This position requires three years managing or supervising a finance or accounting operation within the public sector. The position will also require a Bachelor's degree in finance, accounting, business administration or a closely related field. A Master's degree in a closely related field or a CPA are desirable.

Compensation and Benefits

The salary range for this position is \$130,373 - \$158,469 annually depending on experience. The District offers a competitive benefits package that includes:

- ◆ CalPERS 2% at 62 for new CalPERS employees hired after January 1, 2013 members 2% at 60 for classic members.
- ◆ Choice of two health plans (Kaiser and United Healthcare) for employees and their dependents, most, if not all of which is paid for by the District.
- ◆ Comprehensive Delta 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.
- ◆ 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.
- ◆ 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.



The Process

To pursue this compelling career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is January 4, 2021.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408 888 3099 or by email: williaml@averyassoc.net.