CITY OF RIVERSIDE

FINANCE DIRECTOR (NON-CLASSIFIED)

THE CITY OF RIVERSIDE

The City of Riverside is a rapidly growing metropolitan hub, with an artistic spirit, positioned for a sustainable urban future. Ranked as the 12th largest city in the state, Riverside is an urban amenities center that includes museums, theaters, fine dining, an array of festivals and markets, and four internationally recognized universities and colleges.

The City believes in continually investing in and improving in the community. The Riverside Renaissance effort included nearly $1.3 billion worth of projects designed to enhance the quality of life for all Riverside residents.

This phenomenal effort resulted in Riverside building 30 years of public improvements in just five years, including new public facilities, paving more roads than ever before, upgrading water and electric systems, traffic relief at railroad crossings through the construction of new overpasses and underpasses, road and street rehabilitation and widening, construction of new sidewalks, curbs and gutters, landscaping improvements, as well as water, sewer and electrical infrastructure projects, renovating and creating new parks, building new fire station, improving police stations, new and upgraded libraries, rehabilitation of the Fox Theater and Municipal Auditorium, and neighborhood enhancements throughout the city.

The City is governed by a seven-member City Council / City Manager form of government and is a full-service city providing public safety, utility (electric, water, wastewater and refuse), community services, and much more. With a budget of $1.4 billion and over 2,700 employees, the City provides services to more than 319,000 residents and is an ideal location for those looking to receive a quality education, start a career, become an innovator or entrepreneur, volunteer in the community, build and expand a business, raise a family, or retire.

The **Finance Department** administers the financial and treasury affairs of the City of Riverside and oversees other centralized services such as purchasing, risk management, budget, business tax, payroll, debt and treasury, central stores, and general accounting. The department manages the City's revenues, expenditures, investments, purchasing, accounting, budgeting, and debt portfolio. As such, the department provides the City's departments and residents with dependable and efficient quality services in billing and collection of City services, cash management, and other fiscal functions in accordance with legal and professional standards.

Department goals are to:

- Ensure the safety and security of the City's assets
- Develop sound financial strategies for business decisions
- Provide the financial and accounting resources necessary to support goals and operations of City departments
- Actively support the local business economy

Productivity and life-work balance are key priorities for City leadership.

The Department Mission Statement

The mission of the Finance Department is to provide fiduciary control of the City's assets, perform fiscally related services, and provide accurate, timely and useful financial information to support the delivery of municipal services to the City organization and the public. The Finance Department consists of the Administration, Accounting, Financial Resources, and Purchasing & Risk Management Divisions.

THE POSITION

SALARY: $190,128 - $274,800 ANNUALLY

The City of Riverside is currently accepting applications for the position of **Finance Director (Non-Classified)** to fill one (1) vacancy in the Finance Department.

Under executive direction, plans, organizes, manages, and directs all finance functions of the City, including centralized accounting, budgeting, treasury, and financial administration programs. Provides strategic leadership in the development, implementation, and administration of the City's operating and capital improvement budgets. Oversees other centralized services such as purchasing, risk management, budget, business tax, payroll, debt and treasury, central stores, and general accounting.

QUALIFICATIONS

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, business administration, economics or closely related field.

Experience: Ten years' progressively responsible administrative and management experience in accounting and financial work, preferably with at least 5 years at the executive level.

Highly Desired Qualifications: Certification as a Certified Public Accountant (CPA).

CLOSING DATE: SUNDAY, NOVEMBER 23, 2025

EXAMPLES OF DUTIES

- Provide executive leadership and oversight of all City finance functions, including accounting, budgeting, treasury, and financial reporting.
- Direct the development, preparation, and administration of the City's annual operating and capital improvement budgets.
- Develop and implement goals, objectives, policies and priorities.
- Direct the general accounting activities of the City, including the maintenance of general ledgers and related subsidiary records.
- Prepare financial reports reflecting the financial status of all City departments and programs.
- Develop and maintain internal accounting controls and ensure compliance.
- Plan, develop, implement and administer the cash management and investment program.
- Administer the City's insurance program, business license program and centralized purchasing.
- Monitor and forecast City revenues, expenditures, and year-end balances; provide strategic recommendations to ensure long-term fiscal sustainability.
- Coordinate and conduct municipal bond sales and oversee debt administration.
- Respond to requests for information, reports or action from the City Manager, City Council, Department Heads, news media and citizens regarding fiscal matters.
- Prepare special financial reports, studies and long-range fiscal analyses.
- Direct preparation of the Annual Comprehensive Financial Report (ACFR), State Controller report and other legally required reports.
- Coordinate Finance Department activities with the City Manager's office, other City departments and outside agencies.
- Supervise, train and evaluate subordinate professional and administrative support staff.
- Perform other related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate is a strategic, forward-thinking, and collaborative finance executive with extensive experience in municipal finance leadership within a council-manager form of government. This individual brings a deep understanding of public sector financial operations and a strong commitment to supporting the City Manager, City Council, and executive leadership team in achieving long-term fiscal sustainability and operational excellence.

As a key member of the City's executive management team, the Finance Director will provide expert guidance on financial strategy, policy development, and resource allocation. The successful candidate will oversee a broad portfolio of financial services, including budgeting, accounting, treasury, procurement, revenue operations, and financial systems modernization, ensuring alignment with the City's strategic goals and community priorities.

This role requires a leader who thrives in a professional, non-political environment and who values transparency, accountability, and ethical stewardship of public funds. The Finance Director will be a trusted advisor to the Assistant City Manager/CFO and City Manager as well as a key liaison to the City Council, providing clear, concise, and data-driven financial analysis and recommendations to support informed decision-making.

The ideal candidate will be a skilled communicator and relationship builder, capable of fostering strong partnerships across departments, with external agencies, and within the community. They will be an inclusive and empowering leader who invests in staff development, promotes succession planning, and cultivates a high-performing, service-oriented finance team.

A track record of innovation, process improvement, and cross-departmental collaboration is essential. The Finance Director will be expected to lead enterprise-wide initiatives that enhance efficiency, leverage technology, and improve service delivery. The ability to manage complex projects, balance competing priorities, and maintain composure under pressure is critical.

Above all, the ideal candidate will embody the values of integrity, professionalism, and public service, and will foster a workplace culture grounded in mutual respect, trust, and continuous learning.

Key Attributes

1. **A self-motivated and assertive leader that takes initiative and models positive behaviors for a high-performing, team-oriented working environment.**
   - The Finance Director is expected to be a **visionary and strategic leader** who fosters a **culture of excellence, accountability, and collaboration.** Their ability to lead by example and inspire high performance is essential in managing a large, complex finance organization.

2. **Works with group managers and supervisors, respecting their ability to run divisions while still being available to offer guidance and process improvements with a collaborative style.**
   - The Finance Director must be a **supportive and empowering leader,** who **trusts division managers** while providing strategic direction and facilitating cross-departmental collaboration. This aligns with the expectation to **mentor staff and promote succession planning.**

3. **The ability to creatively communicate complex financial information to non-financial audiences verbally and in writing, using graphics, and simple, practical terms.**
   - A core responsibility of the Finance Director is to **present complex financial data clearly and persuasively** to the City Manager, City Council, and community stakeholders. This includes **translating technical information into accessible insights** that support informed decision-making.

4. **A management style that looks for continuous ways to improve processes, utilizes technology to create efficiencies to ensure continued fiscal responsibility.**
   - The Finance Director is expected to **lead innovation and process improvement,** leveraging technology to **modernize financial systems** and enhance operational efficiency. This aligns with the role's emphasis on **fiscal stewardship and continuous improvement.**

5. **A charismatic and humble leader who demonstrates confidence and high integrity, while providing excellent customer service.**
   - Integrity, professionalism, and a **service-oriented mindset** are foundational to the Finance Director's role. The ideal candidate is both **confident and approachable,** capable of building trust across the organization and with the public.

6. **An active listener, calm under pressure, possessing a positive attitude and a good sense of humor.**
   - The Finance Director must be **resilient and composed,** especially when navigating complex challenges or high-stakes decisions. A **positive, grounded demeanor** helps foster a healthy workplace culture and strengthens relationships with internal and external partners.

QUESTIONS

PLEASE CONTACT:

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SELECTION PROCESS

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/ physical examination, drug and alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/ locations after the closing date of this announcement.

BENEFITS

The City offers an attractive benefits package, the central provisions of which are as follows:

Retirement for Classic Members - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7 % @ age 55; 3 year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

Retirement for New Members - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3 year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Deferred Compensation, Leave Benefits, Flexible Spending Account, Long Term Disability. Please refer to the Executive Benefits Summary and Chart of Benefits.

For additional benefits information, please visit: RiversideCA.gov/human/employee-hub/

To apply, visit RiversideCA.gov/Jobs