



# SGVCOG

San Gabriel Valley Council of Governments

**SAN GABRIEL VALLEY  
COUNCIL OF GOVERNMENTS**

1000 S. Fremont Ave., Unit #42  
Suite 10-210  
Alhambra, CA 91803

**INVITES APPLICANTS FOR THE POSITION OF  
DIRECTOR OF FINANCE**

**SALARY AND BENEFITS**

Salary range for this position is \$139,641-\$201,226.

A standard array of benefits, including public employee retirement pension, will also be provided in an employment contract to the successful candidate.

**CLOSING DATE**

Open until filled.

**BACKGROUND**

The San Gabriel Valley Council of Governments (SGVCOG) was founded in 1994 as a Joint Powers Authority (JPA). The current membership includes the 31 incorporated cities in the San Gabriel Valley, three Supervisorial Districts representing the unincorporated areas in the San Gabriel Valley, and the Valley's three water agencies. Collectively, those agencies represent the Valley's two million residents living in 31 cities and numerous unincorporated communities. The primary focus of the SGVCOG is to support activities related to Transportation; Energy, Environment and Natural Resources; Homelessness; and Water Policy.

***The Mission***

*"The San Gabriel Valley Council of Governments will be recognized as the leader in advocating and achieving sustainable solutions for transportation, housing, economic growth and the environment."*

More information about the SGVCOG can be viewed at [www.sgvkog.org](http://www.sgvkog.org).

## **THE POSITION**

The SGVCOG is seeking to fill the position Director of Finance. The ideal candidate will report to the Executive Director to assure the financial stability and integrity of the SGVCOG. The Director of Finance will have exceptional written and verbal communication skills and experience in a variety of funding mechanisms and preparation of budget for a public agency. He/she will oversee the finance and accounting responsibilities of the SGVCOG including its large capital transportation project.

The finance department is located in the SGVCOG's Irwindale office, 4900 Rivergrade Road, Suite A120, Irwindale, CA 91706.

## **MAJOR DUTIES**

The Director of Finance duties will include, but are not limited to:

- Oversee and manage a finance and accounting system that includes complex capital improvement program funded from federal, state and local sources;
- Interpret and apply various grant policies to determine applicability to the SGVCOG;
- Develop the annual budget, monitor and prepare reports on budget performance;
- Assume lead responsibility for developing a long-term financial plan that will accurately reflect the goals of the agency.
- Perform quarterly analysis and prepare reports for Governing Board and Committees;
- Maintain internal budget controls and provide oversight to finance and accounting staff;
- Perform highly responsible and complex professional accounting duties; interpret and apply accounting standards and determine applicability to operations;
- Perform cash management function including timely billing and collection of grant reimbursement, and investment of funds;
- Ensure processes and financial recordkeeping are in compliance with accounting standards and all funding requirements of federal, state and local funding agencies.

## **MINIMUM QUALIFICATIONS**

The Director of Finance will possess a combination of experience and education including equivalent to:

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or related field
- Eight years of increasingly responsible experience in public accounting and financial analysis, including at least three years of administrative and management responsibility.
- Possession of CPA license is desirable

## **APPLICATION PROCESS**

Send resume, writing sample, and three professional references via e-mail: [sgv@sgvcog.org](mailto:sgv@sgvcog.org)

Questions, please call 626-457-1800. Your inquiries and application will be handled with the utmost confidentiality.