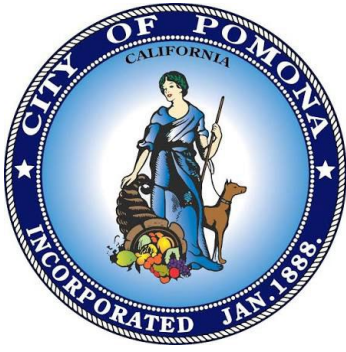




ASSISTANT FINANCE DIRECTOR

POMONA, CA





THE COMMUNITY

Located approximately 30 miles east of downtown Los Angeles, the City of Pomona is one of Southern California's most diverse, dynamic, and historic communities. Home to more than 150,000 residents, Pomona serves as an important educational, cultural, and economic center within the region. Rich in history and tradition, the City traces its roots to the Rancho San José land grant of the 1830s and later emerged as one of California's premier agricultural communities, earning its name from Pomona, the Roman goddess of fruit.

Today, Pomona is a city on the move. Its strategic location at the intersection of several major freeways, access to regional rail service, and proximity to major employment centers make it an attractive destination for residents, businesses, and visitors alike. The City is home to nationally recognized institutions including California State Polytechnic University, Pomona (Cal Poly Pomona), the Los Angeles County Fairgrounds, and the Fairplex campus, which hosts hundreds of events throughout the year. Pomona also boasts a thriving Arts Colony, a vibrant downtown, historic neighborhoods, and an expanding mix of dining, entertainment, and cultural amenities.

Pomona continues to invest in economic development, neighborhood revitalization, public infrastructure, and quality-of-life improvements while embracing its remarkable cultural diversity and entrepreneurial spirit. With a vision focused on innovation, fiscal responsibility, and community partnership, Pomona offers an exciting environment for professionals who want to make a meaningful impact in a city with tremendous opportunity and momentum.

CITY GOVERNMENT

Incorporated in 1888 and operating as a charter city since 1911, the City of Pomona is governed by a seven-member City Council consisting of an elected Mayor and six Councilmembers representing geographic districts. The City Manager serves as the City's chief executive officer and oversees the implementation of Council policies and the delivery of municipal services.

The City employs approximately 651 full-time staff and operates with an annual budget of approximately \$436.9 million, providing a broad range of municipal services to a community of more than 150,000 residents. Services include police protection, water utility operations, planning and development services, housing programs, public works, parks and recreation, library services, and a variety of administrative support functions. The City maintains its own municipal water system.

As one of the largest full-service cities in the eastern San Gabriel Valley, Pomona manages a diverse portfolio of operational, capital, and enterprise activities. The Finance Department plays a central role in managing the City's fiscal health, supporting strategic decision-making, ensuring regulatory compliance, and partnering with departments across the organization to deliver high-quality public services.

The City of Pomona values

- Cultural diversity
- Fiscal responsibility
- Focusing on the future
- Excellent customer service
- Leadership
- Engaged compassion
- Clear & open communication

THE DEPARTMENT

The Finance Department serves as a strategic partner to the City Council, City Manager, departments, and the community by safeguarding the City's financial resources and supporting informed decision-making across the organization. Guided by the City Charter, the Department maintains the City's financial records in accordance with generally accepted accounting principles (GAAP) and ensures compliance with applicable state and federal laws.

Committed to long-term fiscal sustainability, the Department plays a central role in developing and monitoring the City's budget, maintaining appropriate reserve levels, strengthening financial controls, and delivering responsive, customer-focused financial services that support both operational excellence and the City's strategic priorities. The Department is organized into six divisions: Accounting, Accounts Payable, Budget, Payroll, Purchasing, and Revenue Management (Taxes and Utility Billing). Together, these functions provide comprehensive financial services that support City operations while promoting accountability, transparency, and exceptional service to residents, businesses, and internal departments.

The Department operates with 31 full-time employees and an annual operating budget of approximately \$4.5 million. The Department oversees the City's \$436.9 million annual budget, financial reporting, treasury and investment activities, purchasing, payroll, utility billing, and revenue collection while partnering closely with departments on financial planning, capital projects, grants, and long-range fiscal strategies.



THE POSITION

Reporting to the Finance Director/City Treasurer, the Assistant Finance Director serves as a key member of the Department's leadership team and plays an integral role in the strategic management of the City's financial operations. This position assists in planning, directing, and overseeing a broad portfolio of municipal finance functions while providing leadership, technical expertise, and organizational support across the Department.

The Assistant Finance Director directly manages multiple divisions within the Department, which may include Accounting, Budget, Accounts Payable, Payroll, Purchasing, and Revenue Management. The position oversees the preparation of complex financial reports, coordinates the City's annual and specialty audits, supports budget development and administration, evaluates financial systems and internal controls, and works collaboratively with departments throughout the organization to promote sound fiscal management and operational excellence. The Assistant Finance Director also prepares and reviews fiscal analyses for City Council agenda reports, oversees compliance with state and federal reporting requirements, and leads special projects designed to improve financial processes, reporting, and organizational effectiveness.

As the Finance Director's second in command, this position provides day-to-day leadership for assigned divisions, mentors and develops staff, and helps establish departmental priorities and long-range initiatives. The Assistant Finance Director is expected to think strategically while remaining engaged in the technical aspects of municipal finance, balancing big-picture leadership with attention to detail. The successful candidate will serve as a trusted advisor, foster strong working relationships across the organization, and be prepared to serve as Acting Finance Director/City Treasurer when needed.

IDEAL CANDIDATE

The City of Pomona is seeking a collaborative, technically strong municipal finance professional who, enjoys solving complex financial challenges, improving business processes, and partnering with departments across the organization to deliver exceptional public service. Reporting to the Finance Director/City Treasurer, the Assistant Finance Director serves as a key member of the Department's leadership team, overseeing multiple finance functions while helping guide the City's financial operations and supporting strategic organizational initiatives.

This is an exceptional opportunity for an experienced accounting professional who combines outstanding technical expertise with sound judgment, strong leadership skills, and a customer-focused approach. The City recently implemented the Workday enterprise resource planning (ERP) system, making this an exciting time to join the organization. The Assistant Finance Director will play a significant role in optimizing financial processes, enhancing reporting capabilities, strengthening internal controls, and helping the organization fully leverage its investment in Workday. The successful candidate will serve as a trusted advisor to the Finance Director, provide leadership to assigned divisions, and help foster a culture of collaboration, innovation, accountability, and continuous improvement.

The position offers significant professional growth for a finance leader who is eager to broaden their executive leadership experience. Working closely with the Finance Director, the Assistant Finance Director will gain exposure to all aspects of municipal finance.

The ideal candidate will demonstrate:

- Extensive knowledge of governmental accounting, financial reporting, auditing, budgeting, internal controls, and municipal finance.

- Strong accounting expertise, including the ability to interpret complex financial information, oversee audits, and ensure compliance with applicable accounting standards and regulatory requirements.
- Experience implementing, optimizing, or improving enterprise financial systems, with the ability to identify opportunities to increase efficiency and enhance reporting.
- Excellent communication skills, with the ability to explain complex financial concepts clearly to executive leadership, elected officials, department directors, and staff.
- A collaborative, relationship-oriented leadership style that emphasizes partnership, responsiveness, and outstanding internal customer service.
- Strong analytical and problem-solving skills, coupled with the initiative to improve business processes and identify innovative solutions.
- Strong organizational and project management skills to anticipate deadlines and delegation of duties.
- The leadership presence, sound judgment, and adaptability to assume increasing responsibility and serve as Acting Finance Director/City Treasurer when needed.

The successful candidate will possess any combination of education and/or experience that provides the knowledge, skills, and abilities necessary to be successful in the position, with ideal candidates possessing a bachelor's degree with major course work in accounting, public administration, business, or a related field and six years of increasingly responsible experience in accounting, budget, financial analysis, auditing, or closely related experience including two years of supervisory experience.



COMPENSATION & BENEFITS

The annual salary range is \$162,205 - \$217,370 with a 5% salary increase effective 10/1/26 per the Compensation Plan for Executive Employees; placement within the range will be DOQE. Salary is supplemented by competitive benefits that include, but are not limited to:

CalPERS Retirement:

- Classic employees hired on or after 8/14/11, 2% at 60 (employee pays the 7% member contribution rate); and
- New members (PEPRA) 2% at 62 (employee pays the 7.5% member contribution rate).

The City does not participate in Social Security, except Medicare.

Health Insurance (Medical, Dental, and Vision Benefits): The City provides \$700/month toward medical insurance and \$75/month toward dental insurance. In addition, the City also contributes monthly toward a Section 125 Plan based on level of medical coverage up to \$1,775/month (e.g. Total City contribution for employee and family is \$2,550/month that may be used towards medical, dental, and vision premiums). The City will pay \$700 cash-in-lieu to employees who provide satisfactory proof of alternative group health insurance comparable with the City's plan. The City provides medical plans through the CalPERS health program (PEMHCA).

Life Insurance: City-paid term life insurance of two times the annual salary, with a maximum of \$400,000 and City paid short- and long-term disability plan; voluntary additional life insurance available.

Deferred Compensation: A voluntary 457 plan is available; City contributes \$25 monthly for PEPRA employees.

Holiday Leave: Twelve (12) days per calendar year plus two (2) Floating Holidays.

Leave Accruals:

- Executive Leave: Accrue 6.5 hours/ pay period, not to exceed a total accrual of 170 hours;
- Vacation: 80 hours/year, increasing with City service up to 240 hours/year; entry rates may be negotiated;
- Sick Leave: 12 days per year accrued to a maximum of 2,000 hours; and
- Annual vacation and sick leave sell back programs.

Work Schedule: 4/10 work schedule. City Hall is open from 7:30 a.m. to 6:00 p.m. Monday through Thursday and closed on Fridays.

Tuition Reimbursement: Up to \$3,500 annually for approved college/university courses.

This position is covered by the Compensation Plan for Group A and B employees. [Labor Agreements & MOU | City of Pomona, CA](#)

For a complete description of benefits, visit [Benefit Resource Center | City of Pomona, CA](#)

Application & Selection Process

The closing date for this recruitment is **midnight, Sunday, September 13, 2026**. To be considered for this opportunity, upload cover letter, resume, and a list of six (6) professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB&CO.

Tina White • 619.948.1786

TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to additional interviews shortly thereafter. The City anticipates making a timely selection, following the completion of thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate.

