



CITY OF LEMON GROVE  
**FINANCE DIRECTOR**





# The Community

Located in East County San Diego, the City of Lemon Grove is a vibrant and diverse community known for its small-town character and civic pride. Incorporated in 1977, Lemon Grove blends historic charm with ongoing revitalization and economic development.

Residents enjoy a warm climate, accessible transit connections, and a strong sense of community identity. The City is home to a population of 27,867 residents encompassing approximately 3.9 square miles and is located nine miles east of the City of San Diego's downtown. There are six City parks and numerous city-operated facilities, such as the Recreation Center, Community Center, and Lemon Blossom Hall.

The City operates under the Council-Manager form of government. The City Council is comprised of an elected Mayor and four Council members elected at large for staggered four-year terms of office. The City Council acts as the legislative and policy-making body of the City. The City Manager, appointed by the Council, serves as the Chief Executive Officer and is responsible to the Council for the proper administration of all City affairs and for the implementation of all policies established by the Council. The City Attorney is appointed by the City Council.

The City provides a full range of services, including: Community Services, Community Development, Engineering, Finance and Public Works. The City contracts with the San Diego County Sheriff for law enforcement services and the City participates in a joint power authority to manage the fire and emergency medical services in partnership with Heartland Fire and Rescue. Library services are directly provided by the County of San Diego.

With a focus on quality of life, resident services, and community engagement, the City of Lemon Grove continues to grow and thrive. The City is in a strong financial position, with healthy reserves and stable operations. Lemon Grove residents also approved Measure T in 2024, a one-cent sales tax providing funding for infrastructure improvements and other community investments. The Finance Department plays a critical role in ensuring fiscal sustainability, transparency, and strategic resource allocation across all City operations. It is a very exciting time to work for the City of Lemon Grove!



# Position

Under the administrative guidance of the City Manager, the Finance Director serves as the City's chief financial officer and is responsible for planning, organizing, directing, and reviewing all activities and operations of the Finance Department.

Key responsibilities include:

- Overseeing accounting, budgeting, payroll, accounts payable/receivable, and financial reporting
- Developing and administering the City's annual operating and capital improvement budgets
- Managing treasury functions, investments, and debt issuance
- Ensuring compliance with all applicable laws, regulations, and reporting standards
- Advising the City Manager and City Council on financial policy and long-term fiscal strategy
- Preparing comprehensive financial reports, including the Annual Comprehensive Financial Report (ACFR) The Finance Director directly supervises the Finance Department staff, consisting of four (4) full-time employees.

Other duties and responsibilities include, but are not limited to: development and implementation of goals, policies, procedures, and priorities; planning, organizing, and overseeing, business licenses, budgeting, purchasing, auditing, investing, debt managing, and maintaining the financial systems; monitoring and assessing the efficiency and effectiveness of service delivery methods and procedures; preparing and presenting financial statements and reports to the City Council; managing city audits; preparing revenue, expenditure, and year-end balance estimates; managing departmental operating budgets; allocating resources and ensuring the proper administration of approved budgets; planning, organizing, and supervising departmental staff; serving as a liaison between the department, other city divisions, and outside agencies; fostering positive working relationships with city employees and the public through professional customer service; and performing additional duties as assigned.



# The Ideal Candidate

The City is seeking a collaborative, team-oriented, and caring individual to serve as the next Finance Director. The ideal candidate has a customer service mindset with excellent leadership and mentorship experience. A professional with the ability to communicate well both orally and in writing, during public presentations, with internal staff and at City Council meetings is desired.

Knowledge of principles and practices of budget preparation and administration; accounting, financial reporting, auditing, and bond financing; as well as advanced municipal finance management and administration, is essential.

The selected candidate will be fiscally conservative and will instill confidence within the community. The preferred candidate will serve as a valuable resource for department heads offering insights and advice. The City is seeking a driven Director with outstanding integrity and character. Candidates must have knowledge of principles and practices of leadership, motivation, team building, and conflict resolution; and supervision, training, and performance evaluation.

This position is a fantastic opportunity for a developing finance professional to grow into a high impact role. We encourage candidates who may not meet every listed qualification to apply.

# Minimum Qualifications

This position requires a Bachelor's degree from an accredited college or university with a major in accounting, finance, business administration, public administration, or a closely related field.

Candidates should have a minimum of seven (7) years of progressively responsible experience in finance, including municipal accounting, along with at least two (2) years of supervisory experience. CPA certification is desirable, but not required.

A valid Class C California driver's license is also required.



# Compensation & Benefits

- **\$112,170.24 - \$182,744.64 per year, DOQ;**
- 4-Day work-week/9 hours per day (closed every Friday);
- Four (4) weeks of paid vacation per year with increases based on length of service;
- Thirteen (13) holidays, plus two (2) floating holiday;
- Twelve (12) sick days per year;
- Auto Allowance: \$250 per month.
- Cell Phone Allowance: \$35 per month;
- 51 hours of Executive Leave at the start of each fiscal year;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 coverage; AD&D – \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare.

# To Apply

If you are interested in this outstanding opportunity, please apply online at <https://www.lemongrove.ca.gov/>. A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA or online. Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on the experience and education, which relates to the position. This position will remain open until filled.

**First Review of Applications:  
May 8, 2026 at 5 p.m.**

Following the closing date for first review of applications, materials will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews to be held at the City of Lemon Grove City Hall.

Questions:

Contact Roberto Hidalgo at: (619) 825-3848 or [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov)