

**The City of Willows is now
accepting applications:**

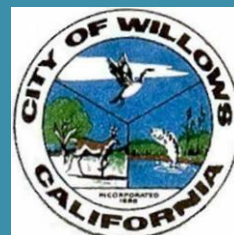
Finance Director

**Up to \$130,000 Annually
DOE/DOQ**

Open until filled.

**First Review of Applications:
Monday, November 17, 2025**

**City of Willows
201 North Lassen Street
Willows, CA 95988**



THE POSITION

Are you ready to jump start your career and become the Finance Director of the City of Willows? Then, this could be the opportunity you've been waiting for!

Under general direction of the City Manager, the Finance Director is responsible for executive direction and management of the Finance Department, which includes day-to-day operations of municipal finance, payroll, accounts payable, annual budgeting, business licenses, audit preparation, human resources, and risk management. The position advises the City Manager on all City financial matters and assists with the overall formulation and administration of City programs and activities in support of and to fulfill the City Council's mission, vision and strategic goals. The position supervises one Finance & HR Specialist position primarily responsible for accounts payable and payroll, as well as other special finance projects and duties as assigned. In the FY 2025-26 budget, a second Finance & HR Specialist position is scheduled for recruitment in the fourth quarter to support sewage billing and other finance activities. The Finance Director position requires a strong working knowledge of accounts payable, payroll, ledger entries, reconciliations, and other Fund Accounting finance activities, as well as the ability to fill in for the Finance & HR Specialists and provide backup support for all Finance Department duties and activities.



THE IDEAL CANDIDATE

The ideal candidate will be an experienced senior level municipal finance practitioner with a strong background in fund or non-profit accounting and finance management. The successful candidate will be able to apply professional accounting principles and bring a high level of skill in the areas of governmental accounting theory, financial analysis, implementation, and maintenance of accounting systems, and process improvements.

The ideal candidate will be a detail-oriented team leader and builder with a willingness to be hands on in providing technical guidance, mentoring, and ensuring the timely completion and delivery of projects. The successful candidate needs to have proactive project management expertise, excellent analytical and communication skills, and a track record of strategically assessing and implementing best practices to improve procedures and performance.

The ideal candidate will have a reputation for high integrity, honesty, good judgement, and solid organizational abilities and experience managing accounting/finance projects timely and efficiently, and the vision to prepare an annual budget and robust financial strategy for future years.

COMPENSATION

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate up to \$130,000 annually, DOE/DOQ.

- Salary is up to \$130,000 per year; Salary range is based on 9-steps, 2.5% annually.
- Retirement – Cal PERS 3% @ 60 ('Classic') or 2% @ 62 (PEPRA).
- The City participates in Social Security.
- Medical - 100% Employer paid plan, employee only; 50% Employer paid for dependents.
- Dental/Vision - 100% Employer paid plan, employee only; 50% Employer paid for dependents.
- Life Insurance - 100% Employer paid - \$50,000 Life.
- Vacation Leave - 80 hours annual accrual for 0-5 years of service, increases with tenure.
- Administrative Leave – 80 hours annual accrual, "use it or lose it."
- Holidays - 14 days (11 established + 3 floating holidays).
- Sick Leave - 96 hours annual accrual.
- Health Reimbursement Account - \$750 Annually (Employer paid).
- Education Stipend - associate's degree: \$50; bachelor's degree: \$100 (not cumulative).
- Flex schedule available – 9/80 or 4/10.

THE DEPARTMENT

With the support of the City Manager and Finance & HR Specialist, the Department oversees all City finances, accounts payable and receivable, payroll, business licenses, reporting, budgeting, and auditing. There is also one Finance & HR Specialist currently responsible for accounts payable/receivable, payroll and limited HR tasks, as well as a part-time Finance Consultant. Starting in FY 2026-27, the Finance Department will also be responsible for sewage billing.

Over the past four years, there has been extensive reconciliation of the City's finances and stabilization of the department and organization. In Fiscal Year 2022-23, the City transitioned to Tyler Technologies finance software and is currently completing transition of business licenses, building and planning permits, and code enforcement citations to Tyler as well.

THE ORGANIZATION

The city has 20 budgeted full-time employees and 28 part-time employees. In addition to the Finance Department, other city departments include Administration, Fire, Community Development & Services (e.g., Building, Planning, Public Works, Sewer), and the Library. The City contracts with the County of Glenn Sheriff's Department for policing services. In addition, the city also contracts for Planning, Building, Engineering, and wastewater treatment plant services, as well as limited finance consulting.



THE COMMUNITY

Incorporated in 1886, the City of Willows is a rural agricultural community with natural beauty and countless opportunities for recreation in both rural and urban environments.

The City derives its name from the willows which grew on the plains about a mile east of the City limits. Historically, the willows formed a notable landmark in the vast Central Valley plains surrounding the City.

Willows is located approximately halfway between Sacramento and Redding in Northern California surrounded by rich farmland with mountains and Interstate 5 on the west side of the City and the northern Central Valley and Sacramento River watershed on the east side. Agriculture remains one of the primary sources of the area's economy. Major commodities include rice, almonds, milk products, prunes, and livestock. Just a few miles outside of town, Willows is also home to Thunderhill Raceway Park, attracting 10's of thousands of visitors to the area each year.



The city also headquarters several major regional government offices, including County of Glenn Administration, California Highway Patrol, California Department of Motor vehicles, the United States Bureau of Reclamation, Princeton-Codora-Glenn Irrigation District, and the Mendocino National Forest - which comprises approximately one million acres of Federal land mostly located in the mountainous terrain west of Willows.

EDUCATIONAL & EXPERIENCE REQUIREMENTS

The minimum qualifications required for this position are:

- Five years of professional accounting experience including application of acceptable accounting standards and principles, cash management, cost accounting, governmental accounting, budgeting and/or systems accounting.
- Experience working in a public agency and/or nonprofit setting using Fund Accounting.
- Possession of an associate degree (or higher) with specialization in Accounting, a related field or significant coursework in Accounting.

- At least one year of experience leading a finance team or finance related program or project.

THE SELECTION PROCESS

First review of applications: Monday, November 17, 2025.

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent experience (within the past 10 years) and demonstrated career accomplishments relevant to this position along with a completed City application. **To be considered for this exciting opportunity submit your complete application to the City Clerk/Assistant to the City Manager, Karleen Price, kprice@cityofwillows.org.**

Each candidate's background will be evaluated based on information submitted at the time of application, and qualified candidates will participate in a preliminary interview. Only the most qualified candidates will be invited to the next step in the selection process which may be a possible Assessment Center, Written Exercise and/or Oral Panel interview if held.



Only the names of the most-qualified candidates who pass all the steps in the process will be submitted for consideration and final selection. The final selected candidate will be offered the position contingent upon the completion of a satisfactory reference and background check. The City is not responsible for failure of internet forms or email transmission in submitting a complete application. Candidates who require special assistance in any phase of the application or selection process should advise the city by emailing Karleen Price, City Clerk/Assistant to the City Manager, kprice@cityofwillows.org.