



## POSITION DESCRIPTION

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Title	<b>Finance Director</b>
Department	Finance
Union/FLSA Status	Exempt – Full time
Salary Range	\$95,449- \$132,224

### GENERAL PURPOSE

Reporting to the Mayor, the Finance Director is responsible for maintaining the fiscal records and systems of the City and supervising department staff. The position directs the City's accounting and reporting operations and directs the City's cash management functions and monitors financial trends and budgeted revenues and expenditures to assure the fiscal well-being of the City. The Director also assists the Mayor and City Council in preparation of the City's annual budget and serves as an important resource in preparing financial forecasts, financial policies, and ensuring the City's compliance with Washington State Law and auditing requirements.

Work is performed under general administrative direction from the Mayor and with initiative, discretion and independent judgment in the performance of duties based on extensive knowledge of City policies, procedures and operations.

### SUPERVISION

Works under the general supervision of the Mayor.  
Exercises supervision over all employees in the Finance Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the maintenance and operation of the general accounting system of the City and its departments, offices and agencies.
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the City.
- Performs all municipal functions and duties relating to the preparation, auditing, presenting and disbursement of claims and demands against the City, including payroll. Manages major contracts for auditing, accounting, consulting, investment, insurance, etc.
- Assists Directors in the preparation and administration of the annual budget.
- Assists the Mayor and Directors in developing City fiscal policy; recommends and approves City-wide financial and accounting procedures.
- Prepares and presents to the City Council, an annual statement and report of the financial condition of the City and other required financial reports.
- Works on various debt financing issues in collaboration with the City's managing underwriter, bond counsel and Mayor; supervises assessments, bond payments, calls and redemptions; maintains records of transactions; and approved all capital leases.

- Administers the City's business license ordinance.
- Manages and monitors all investment activities for the City's investment portfolio consistent with the City's investment policies.
- May review, monitor and approve any applications for state or federally funded grants.
- Supervises external collection services for all monies due the City.
- Directs the operation of water, electric and storm utility billing system and customer service operations office.
- Oversees internal and external City audits.
- Administers the city's loss control program, determines type and level of insurance coverage, and assists in the resolution or settlement of insurance claims against the City.
- Provides recommendations to the Mayor and City Council for strategic direction of fiscal policy matters to maintain and enhance the financial health of the City.
- Oversees financial software replacement and/or enhancements.
- Oversees, motivates and evaluates finance staff to help them achieve their individual goals, collectively achieve their department's mission and foster leadership development throughout the department.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Serves as the representative to state, regional and community committees and organizations. Identifies state, regional and local issues and represents/articulates position.
- Serves as a member of senior management on task forces and committees participating in the strategic planning efforts and addressing City-wide policy and management issues.
- Keeps informed of new trends, developments, laws, and regulations impacting the activities of the Finance Department.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field, and a minimum of four years of progressively responsible management in public sector accounting, preferably municipal government accounting. Two years of experience in computerized accounting and financial software. Experience should include governmental budgeting, auditing, financial reporting, purchasing, billing, revenue collection and investment management, and/or any equivalent combination of education, experience, and training. Additional experience involving the development and maintenance of detailed and complex records, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements is desired.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of municipal accounting and auditing including enterprise funds; considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of

Generally Accepted Accounting Principles (GAAP). Knowledge of Governmental Accounting Standards Board (GASB)

- Knowledge of principles and practices of municipal finance administration including budget preparation.
- Knowledge of principles of supervision and management, including participative management.
- Knowledge of modern governmental accounting theory, principles and practices.
- Knowledge of public finance and fiscal planning.
- Thorough knowledge of payroll and accounts payable functions.
- Knowledge of State and Federal tax regulations.
- Knowledge of Washington State Budgeting, Accounting, and Reporting Systems (BARS).
- Knowledge of Audit standards and processes.
- Knowledge of economic and statistical methods.
- Knowledge of financial system design and analysis.
- Ability to apply sound administrative and fiscal practices.
- Ability to write clear, comprehensive explanatory texts to accompany financial reports.
- Ability to develop manual and computerized financial systems.
- Ability to prepare accounting/financial data projections.
- Ability to present ideas effectively orally and in writing.
- Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances.
- Ability to establish and maintain effective working relationships with staff, other City employees/departments, City officials, and the public.
- Skill in effective, clear and persuasive oral and written communications about the City's finances to individuals and groups.
- Understanding of the City political environment and sensitivities; ability to function effectively with in that environment.

### **SPECIAL REQUIREMENTS**

- Must have strong customer service skills and conflict management skills.
- Must have strong oral and written communication skills.
- Analyze complex issues and make accurate decisions independently
- Must have strong organizational skills and a sharp attention to detail.
- Must be bondable.
- Valid Washington state driver's license and a driving record acceptable to the City's insurance carrier or evidence of equivalent mobility.

## **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer and advanced application of spreadsheet, database and word processing software; printers, telephone, fax machine, copy machine, calculator; et al.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities include close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 30 pounds.
- May visit job sites that require walking on uneven, rocky, or rough ground.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments and may require travel for training.

## **DISCLAIMER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*