

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Finance Director
Department: Finance
Representation: N/A
Salary: \$9,851 - \$12,573 per month, DOQ
Non-Union, FLSA Exempt

First Review of Applications: June 4, 2024

Position Open Until Filled

POSITION SUMMARY:

The Finance Director performs a variety of professional and technical accounting functions and administrative work in maintaining the City's fiscal records and systems. Reporting directly to the City Manager, this position supervises the activities of the Finance Department to meet stated goals within budgeted resources. The Finance Director directs the City's accounting and financial reporting operations, manages cash management functions, prepares financial forecasts and annual financial statements, and supervises department staff. Additionally, the Finance Director collaborates with the City Manager in preparing the City's budget, recommends financial policies, and ensures the City's compliance with Washington State Law and auditing requirements.

ESSENTIAL FUNCTIONS include but are not limited to:

- Serve as chief financial advisor to the City Manager, providing expert guidance on fiscal matters.
- Supervise the Finance Department's activities, including payroll, vendor payments, cash collections, reception desk, financial reporting, budget preparation, and audit compliance.
- Develop, implement, and maintain internal control procedures to ensure compliance with all federal, state, and local laws and regulations, as well as accounting standards.
- Maintain records of all financial transactions and activities.
- Ensure timeliness and accuracy of all Finance Department activities.
- Create comprehensive financial reports and plans, conduct financial forecasts and assessments, and monitor the financial condition of the City to ensure ongoing fiscal well-being.
- Serve as a key member of the City's Investment Committee, responsible for prudent management and investment of all City funds.
- Attend all City Council meetings and other meetings as necessary.
- Prepare finance-related reports, agenda summaries, resolutions, and ordinances to support informed decision-making.
- Generate periodic financial, statistical, and operational reports.
- Oversee state and federal grants, including grant monitoring and reporting.
- Serve as City liaison for annual financial and accountability audits.
- Responsible for budget preparation and monitoring.

- Develop strategic financial plans that align City resources with Council and organizational goals.
- Oversee daily, monthly, and yearly financial reports to track performance and identify trends.
- Oversee utility and other billings to ensure accuracy and timeliness.
- Provide oversight of the network computer system and computer operations to ensure optimal performance and security of financial and operational data.
- Maintain equipment replacement and reserve funds to ensure adequate funding for the replacement of City assets.
- Develop and train finance staff to foster professional growth and maintain high standards of performance.
- Track and analyze state and federal legislation and regulations impacting Finance operations.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion, the Finance Director may serve as Acting City Manager.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or closely related field; and
- Five (5) years of increasingly responsible related experience in municipal finance work; and
- Three (3) years in a supervisory position; or
- A combination of education and experience to meet the required responsibilities of the position.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Considerable knowledge of governmental accounting theory, principles, and practices.
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of internal control procedures.
- Considerable knowledge of BARS accounting.
- Knowledge of accounts payable and payroll functions.
- City organization, operations, policies, and objectives.
- Principles of supervision, training, and performance evaluation.
- Business English, composition, spelling, and punctuation.
- Knowledge of information systems management.
- Working knowledge of web-based financial software.
- Knowledge of Springbrook Software is desired but not required.
- Modern office procedures and practices.

Ability to:

- Prepare and analyze complex financial reports.
- Maintain efficient and effective financial systems and procedures.
- Successfully and productively supervise, lead, and positively develop staff.
- Maintain current skills and knowledge of methods and techniques necessary for efficient job performance.
- Manage state and federal grants.
- Communicate clearly, concisely, professionally, and courteously in English at a level necessary for efficient job performance, utilizing effective written and verbal communication skills.
- Establish and maintain effective working relationships with the City Manager, Mayor, City Council, City staff, vendors, suppliers, and the public.
- Interpret, apply, explain, and maintain current knowledge of the City's Municipal Code and other applicable rules, regulations, requirements, restrictions, policies, and procedures.
- Prepare and deliver effective oral and written presentations.
- Plan and organize work to meet schedules and timelines.
- Tactfully handle and maintain sensitive or confidential records and information.
- Provide excellent customer service.
- Work independently and under pressure with frequent interruptions.
- Work effectively on multiple tasks and projects concurrently.
- Identify problems and make recommendations to resolve them.
- Operate listed tools and equipment.
- Work proficiently with Microsoft Office, Adobe products, and other software applications as required by the job.
- Maintain predictable and regular attendance.
- Maintain a sense of humor and positive attitude.

LICENSE AND CERTIFICATION REQUIREMENTS:

- CPA license preferred but not required.
- Valid Washington State Driver's License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Must be bondable.

SUPERVISION:

Work is performed under the general supervision of the City Manager. This position supervises Finance staff and the Information Technology Coordinator.

TOOLS AND EQUIPMENT USED:

Work involves using a personal computer, Microsoft Office applications (including Word and Excel), other job-specific software, a 10-key calculator by touch, Zoom phone system, copiers, printers, fax machines, other general office equipment, and automobiles.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is typically performed in an office setting, subject to frequent interruptions. Work involves moderate noise typical of an office environment, including ringing phones, multiple conversations, and operating office machines. Noise and hazards outside of a typical office environment are limited.

Work involves sitting for long periods and the ability to talk or hear. Hand-eye coordination is necessary to operate computers and office equipment, and using hands is needed to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, reach, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds. Employees will be required to wear safety protective gear when necessary.

May be exposed to highly stressful situations and individuals who are irate, difficult, or hostile. May be subject to long hours due to attendance at City Council and Commission meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions is required. Some local traveling involves attending meetings and visiting city facilities.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check, and job-related tests might be required.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the City's needs or job requirements change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors.

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.

BENEFIT INFORMATION:

The City offers a comprehensive package of benefits for our employees. Benefits include medical, vision, dental, and orthodontia insurance for you and your family; choice of WA State Department of Retirement Systems PERS Plan 2 or Plan 3 pension for general employees or LEOFF 2 for Police; and choice between two voluntary deferred compensation programs. We offer ample time off, including 11 paid holidays, a personal holiday, vacation and sick leave, compensatory time and overtime options (if applicable), an Employee Assistance Program, and a fitness reimbursement plan.

The City of Fircrest creates an environment that supports wellness practices that enhance the quality of life for City employees and encourage participation in an employee wellness program. As a result, the City is a recipient of the Association of Washington Cities Well City Award.