



FINANCE DIRECTOR

City of Fircrest, WA



\$118,212 to \$150,876

Plus Excellent Benefits

Apply by June 3, 2024

Open Until Filled

To learn more about Fircrest, visit www.cityoffircrest.net

Welcome to Fircrest



The City of Fircrest is situated in the picturesque Pacific Northwest landscape, seamlessly nestled between the cities of Tacoma and University Place. Fondly referred to as the “Jewel of Pierce County,” Fircrest boasts a harmonious blend of natural beauty and vibrant community spirit.

Set amidst a tranquil urban forest adorned with majestic fir trees, our community of over 7,200 residents is renowned for its robust calendar of community events, engaging recreational activities, low crime rate, and welcoming parks. Our very walkable community of 1.6 square miles is filled with peaceful neighborhoods, charming small businesses, and over 27 acres of parks.

Fircrest is conveniently located in proximity to many recreational, cultural, and sporting attractions. Located within Fircrest Park is our beautiful new community center and aquatic center, while our multiple other parks offer a diverse range of active and passive recreation opportunities. Experience the best of Fircrest with our renowned community events, where residents come together for unforgettable fun and festivities!



Fircrest Golf Club resides within our city limits, and Chambers Bay Golf Course, home of the 2015 U.S. Open, is located nearby. Point Defiance Park is close by and boasts over 700 acres of woodland trails, gardens, and waterfront access, in addition to a zoo and aquarium. The Chihuly Museum of Glass and LeMay Car Museum are located in downtown Tacoma, as well as other museums and galleries.

Fircrest is located within the shadow of Cheney Stadium—home to the Tacoma Rainiers (AAA affiliate to the Seattle Mariners.) Major league teams in the region include the Seattle Seahawks, Seattle Mariners, Seattle Sounders, Seattle Kraken, and the Seattle Storm. Seattle Reign FC and Seattle Seawolves are also close by.

Centrally located near major freeways, with easy access to bus and train services for regional travel, Fircrest is an ideal location for embarking on day trips to national parks, coastal getaways, skiing adventures, and more. Additionally, Seattle-Tacoma International Airport is just 17 miles to the north, ensuring seamless connectivity to destinations both nationwide and globally.

Several higher education institutions are located in the area, including Tacoma Community College situated just outside of Fircrest. The University of Puget Sound, the University of Washington—Tacoma campus, Pacific Lutheran University, and Pierce College offer multiple options for educational enrichment. Clover Park Technical College and Bates Technical College are also easily accessible.





The City of Fircrest

Incorporated in 1925, the City of Fircrest is a non-charter Code City operating under the Council-Manager form of government. The City Council consists of seven at-large positions, all serving four-year staggered terms. The Mayor is elected by the Council from among its members for a two-year term and presides at City Council meetings.

The City serves a population of over 7,200 across 1.58 square miles with a current budget of \$20 million and a staff of 46. We also employ numerous seasonal employees who assist staff in Public Works, Parks & Recreation, and our aquatics center. City departments include Administration, Finance, Municipal Court, Parks & Recreation, Public Works & Utilities, and Planning & Building.

The City is excited to be celebrating its Centennial Anniversary in 2025! Plan are underway to orchestrate a memorable celebration in honor of this significant milestone.

The Finance Director

Under the general direction of the City Manager, the Finance Director provides leadership to the Finance Department and is responsible for the financial operations of the City, including accounting, financial reporting, financial forecasting, accounts payable, budget preparation and monitoring, payroll, cash management, investments, asset accounting, purchasing, grant management, annual audit, compliance, strategic financial planning, and information technology.

The Finance Director serves as an integral part of the Leadership Team and plays a pivotal role in shaping our City's financial landscape. Collaborating closely with the City Manager, Department Directors, and City Council, the Finance Director spearheads the development of our annual budget and ensures that City leadership is well-informed about financial matters. In addition to overseeing a staff of five, the Director evaluates, develops, and implements programs and procedures to enhance the efficiency and effectiveness of financial operations. As expected in a small Finance Department, the Finance Director is a hands-on position, involved in daily operations and responsible for managing the annual audit and overseeing the preparation of our Annual Finance Report.



The Ideal Candidate

The ideal candidate will possess extensive experience in municipal financial management, including budgeting, auditing, and financial reporting. They must demonstrate proficiency in drafting comprehensive financial reports and ensuring compliance with GAAP, GASB, and other regulatory standards. They will have the ability to develop long-term strategic financial plans, ensure compliance with fiscal policies, and ensure timely distribution of accurate information.

Strong written and oral communication skills are essential for effectively conveying complex financial information to diverse audiences, while effective management and supervisory skills are required to train and mentor a motivated team committed to public service values. Additionally, the Finance Director should exhibit a flexible leadership style and the ability to develop cohesive and collaborative relationships with the City leadership team.

Beyond technical expertise, the Finance Director will be a leader who fosters trust, embraces teamwork, embodies integrity, instills accountability, and earns the respect of those they work with and for. They will be customer-service oriented, maintain a positive attitude with a sense of humor, and demonstrate resilience in challenging times. Moreover, the ideal candidate must understand the dynamics of a small community, demonstrate impartiality and objectivity, actively listen, and be solutions oriented. They should also be receptive to new ideas, encourage creative solutions, and balance being “hands on” with strategic thinking to navigate future challenges effectively.



Education & Experience

A Bachelor's degree in Accounting, Finance, Business or Public Administration, or closely related field, and a minimum of five (5) years of progressively responsible municipal finance experience with a minimum of three (3) years in a supervisory position. Experience in a position of comparable scope and size to the City of Fircrest is highly desirable. Any satisfactory combination of experience, training, or related education that demonstrates the desired knowledge, skills and abilities necessary to perform the job requirements may be considered.



Compensation & Benefits

The City of Fircrest is pleased to offer a competitive annual salary of \$118,212 to \$150,876, dependent upon experience and qualifications, along with a generous benefits plan that includes: 11 paid holidays, plus 1 personal day; vacation and sick leave; excellent medical, dental and vision benefits; WA State PERS retirement system, paid life insurance; employee assistance program; fitness reimbursement program; and a voluntary 457 deferred compensation plan. The City also participates in the Social Security program.



Application Information

For a complete job description and application, please visit our website at www.cityoffircrest.net. To apply for this challenging career opportunity, please submit a detailed resume, cover letter and City application to:

City of Fircrest
Attn: Human Resources
115 Ramsdell Street
Fircrest, WA 98466

Please contact Arlette Burkhardt, at (253) 238-4128 or aburkhardt@cityoffircrest.net if you have any questions regarding this position or the application process.



This position is open until filled. First review of applications will be **June 4, 2024**. This position holds public trust and must be bondable. There can be no question of personal/professional integrity, ethics or behavior. Finalists are subject to a thorough reference and background check.

The City of Fircrest is an Equal Opportunity Employer