



Job Description

Job Title: Finance Director
Department: Administration
Reports To: Mayor
FLSA: Exempt
Updated: May 03, 2023

Finance Director

Performs a wide variety of complex professional, managerial, and technical financial and accounting functions for the City. Manages and directs the operations of the Finance Department including revenue collection, utility billing, accounts payable, accounts receivable, budgeting, reporting, and payroll. Monitors the fiscal status of the City, makes recommendations regarding financial operations, and develops policies.

Essential Duties and Responsibilities

(Note – this list is not all-inclusive but a general list of duties and responsibilities for this position. The employee is also expected to meet other standards of performance. Employee may also perform other duties as assigned, including work in other functional areas to cover absences or to meet current workload needs.)

- Manage and supervise financial operations to achieve goals within available resources.
- Oversee the accounting, payroll, accounts payable, accounts receivable, utility billing, and reporting requirements of the City.
- Prepare the Annual Budget and Annual Financial Report.
- Ensure that financial transactions and processes are conducted in accordance with all applicable laws, regulations, and requirements.
- Monitor revenues and expenditures to ensure sound financial control.
- Establish and maintain internal control procedures to ensure that appropriate standards and procedures are maintained.
- Provide professional recommendations to the City Council and attend council meetings.
- Prepare financial related ordinances, resolutions, and policies for City Council approval.
- Monitor grants received by the City and ensure financial and accounting requirements are met.
- Monitor contracts and renew when necessary.

- Maintain appropriate financial records and prepare required financial reports.
- Oversee the central computerized financial software systems.
- Direct the preparation of state and federal reports, including tax reports.
- Act as liaison to the State Auditor in the biennial audit process.
- Manage cash balances, investments, and banking functions and perform monthly reconciliations.
- Oversee payroll including timesheets, paychecks, vendor checks, reporting, and manage benefits. Update employee records and maintain employee files. Prepare W-2's and year end reports.

Other Potential Duties and Responsibilities

- Represent the City at various conferences and meetings.
- Provide support to other departments as needed.
- Assist with human resource duties.
- Compose, input, and edit a variety of correspondence, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

WORK SCHEDULE

This position works a 40-hour workweek schedule (Monday through Friday).

TRAVEL

This position may have the opportunity to travel overnight on an occasional basis for training and other professional development.

Qualifications

The qualifications listed below may also be satisfied by a combination of relevant education and experience which would demonstrate the knowledge, skills, and abilities required to perform the duties listed.

- Pass a background investigation.
- Maintain a level of physical and mental fitness necessary to perform the essential functions of the position.
- Have a valid Washington State driver's license, OR must be able to provide own transportation to and from job, meetings, and related job sites.
- Be legally able to work in the United States.
- Post-secondary schooling in business, finance or accounting. Bachelor's degree preferred.
- Six (6) years' experience working with financial database software.
- Public sector finance experience preferred.

Knowledge, Skills, and Abilities

KNOWLEDGE OF:

- Customer service techniques and telephone etiquette.
- Computers and applicable software applications.
- Grammar, spelling, and punctuation.
- Filing and file maintenance techniques.
- Basic office procedures.
- Knowledge of the prescribed Washington State BARS manual.

ABILITY TO:

- Perform arithmetic computations accurately and quickly.
- Communicate effectively verbally and in writing.
- Establish successful working relationships.
- Work under pressure and/or frequent interruptions.
- Work independently and make decisions within a framework of established policies and procedures.
- Use a computer and applicable software related to job duties.
- Prioritize work to meet deadlines.
- Apply effective customer service techniques; respond to customer inquiries and complaints in a courteous, understanding and concerned manner.
- Pay close attention to detail for prolonged periods of time and under restrictive deadlines.
- Present a positive image of City services both verbally and in writing.

PERSONAL QUALITIES:

- Greet public and co-workers in a professional manner and clearly convey a sincere willingness to be of service and/or be open to resolving the situation at hand. Clearly explain self or answers when necessary.
- Portray an image of knowledge, confidence, professionalism, fairness, and caring.
- Dress and grooming to be appropriate to the position.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the City.