

Deputy Director - Finance and Administration - City of Kirkland (Job # 19-0038)

Minimum Salary: **\$9,280.00 per month**

Maximum Salary: **\$11,974.00 per month**

Employment Type: Full Time

Department: Finance & Administration

**Closes: March 31, 2019 at 11:30 PM**

(Open to current employees and the general public.)



### **Summary**

How would you like to work in the vibrant city of Kirkland? Located on the northeastern shoreline of Lake Washington, just east of Seattle, Kirkland is regionally recognized as a thriving city with a "small town" feel, a sense of history, and a strong appreciation for quality of life.

The City of Kirkland is currently seeking a dynamic, detail-oriented, motivated and collaborative Deputy Director for the Finance & Administration Department. Come join our community!

Under the direction of the Director of Finance and Administration, the Deputy Director provides leadership and manages Finance and Administration functions in accordance with professional and administrative standards, municipal ordinances, industry best practices and general established policies. Assists the Director in the day-to-day operations of the department, personnel, budget, administration and work program tasks. Oversees the activities of the department in the Director's absence. The position is viewed as a senior member of the department's management team.

### **PRINCIPLE ACCOUNTABILITIES:**

1. Assists the Director of Finance and Administration in carrying out the functional and operational responsibilities of the department in accordance with sound financial management and accounting principles.
2. Develops, recommends, implements and administers citywide operating and capital budgetary policies and procedures; provides long term vision for the City on managing finances.
3. Evaluates effectiveness of department policies and procedures and recommends and implements needed changes. Communicates department philosophy, goals, and objectives to subordinate staff.

### **Minimum Qualifications**

Bachelor's degree in finance, business administration, accounting, economics or closely related field and extensive experience in a financial field such as budgeting, capital planning, financial forecasting, or accounting. Seven years increasingly responsible professional related experience (preferably in the public sector) in areas of financial management, budgeting, purchasing, accounting, or related field. Significant supervisory responsibility for professional, paraprofessional and support staff. Equivalent professional experience may substitute for educational requirement.

### **Preferred Qualifications**

Advanced degree preferred.

### **Special Note**

**This position includes a comprehensive benefit package: medical/dental/vision for employee and dependents, deferred compensation plan, 2x annual salary life insurance, ORCA Card, on-site workout facility, employee parking, vacation and sick leave accruals, and paid holidays.**

This position requires a cover letter (letter of interest) for consideration of application. Please note how you meet minimum qualifications within that letter.

### **Hours of Work**

8:00 a.m. to 5:00 p.m., Monday – Friday

### **Working Conditions & Physical Activities**

Work is generally performed in an office environment. Prolonged periods of sitting and computer keyboard entry are a routine part of this job.

### **Selection Process**

Applicants who submit a timely application and are invited to participate in the further stages of the selection process, will be notified by email or phone.

**Finalist(s) will be required to complete a Criminal Background check.**

### **Skills and Abilities**

1. Leadership competencies include clear written and oral communications, ability to embrace ambiguity and shifting priorities, managerial courage, team building, conflict management, business acumen, and display of vision and purpose. Ability to attract, motivate, retain and encourage staff, build teamwork and foster a sense of accomplishment.
2. Comprehensive knowledge of management, administration and budgeting to effectively direct the activities of the Finance and Administration department, including making critical decisions representing the Director of Finance and Administration and the City; managing diverse work activities of highly skilled professionals; ability to motivate staff and provide constructive feedback.
3. Ability to exercise considerable discretion and independent judgement in choosing approaches, methods and resources to solve problems and achieve results.
4. Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other division staff, internal and external customers and vendors. Knowledge of the functions of City departments, standard City office operations and procedures, and interdepartmental working relationships.
5. Comprehensive knowledge of municipal budgeting, capital budgeting and financing mechanism, financial management practices and financial forecasting techniques.
6. Knowledge of governmental accounting practices, principles, procedures, regulations and techniques, with the ability to interpret and explain these rules, legal requirements and policies and develop effective internal practices.
7. Knowledge of financial reporting standards and experience in preparing governmental financial reports. Knowledge of auditing standards and practices.
8. Knowledge of and ability to use and administer automated financial management systems and advanced proficiency in the use of personal computer software, including word processing, spreadsheet, database, report writing and presentation graphics programs.
9. Excellent organization, time management, problem solving and planning skills.

10. Ability to maintain absolute confidentiality of all sensitive files and materials accessed, discussed or observed while in the performance of duties.
11. Ability to calmly and professionally resolve conflict with customers, staff or vendors who are upset and hostile.
12. Ability to prepare and deliver presentations to staff, City Council or citizen groups.

**Location**

City Hall  
123 5th Ave  
Kirkland, WA 98033

**The City of Kirkland is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.** Persons with a disability who need assistance in the application or testing process or those needing this announcement in an alternative format may call 425-587-3210 or Telecommunications Device for the Deaf 425-587-3111.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and authorization of employment in the United States.

**Questions and/or technical issues regarding the on-line application process should be directed to the City of Kirkland Human Resources Department at 425-587-3210.**