



City of Yelm
EST. 1924
WASHINGTON

Position Title: Finance Director
Department: Administrative
Location: City Hall

ABOUT THE JOB

The City of Yelm is seeking a municipal budget and finance leader who can continue the organization's commitment to innovation, creativity, hard work, professionalism and customer service. Effective interpersonal skills, being an active contributor to cross-functional team initiatives, and the ability to facilitate a proactive, accountable, cooperative and customer-focused culture is essential to be a contributing member of our organizational culture.

The successful candidate will possess:

- A passion for public service;
- Extensive budget and municipal financial management experience with a record of leadership, problem solving, and decisiveness;
- Strong ethics;
- An aptitude for long-term financial planning;
- A systems-mindset; and
- An emphasis on building a collaborative environment with the Finance team and other City departments in the delivery of services.

CORE RESPONSIBILITES

The Finance Director performs a variety of supervisory, administrative, technical, and professional work in the development, management and implementation of the City Budget and day-to-day financial operations. The Finance Director manages an internal services department, including accounting, budgeting, financial reporting, forecasting, asset management, violations, payroll, and accounts receivable/accounts payable. The Director is responsible for ensuring a high degree of accuracy, quality, and trust in all financial status to the Mayor, City Administrator, Department Directors, and the City Council who rely on accurate and timely financial information to make decisions.

The Director has management and supervisory responsibilities of the team responsible for payroll, accounting, revenue, and core financial management functions. These responsibilities are maintained by two positions, the Financial Analyst and the Accounting Assistant.

ESSENTIAL JOB DUTIES

- Directs the maintenance and operation of the general accounting system of the City and its departments, offices and agencies.
- Confers with City Administrator, Mayor, Department Directors, and City Council on financial matters, legislation, and policies, making recommendations for action, fiscal options, and consequences of fiscal alternatives.
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments.
- Plans, evaluates, and forecasts City revenues and expenditures.
- Prepares short and long-term revenue and expenditure forecasts.
- Develops and monitors the City budget and works with the City Administrator and Department Directors to facilitate proposals and amendments for consideration by the Mayor and City Council within the established financial policies established by Council and best practices defined by the Government Finance Officers Association.
- Leads, manages and mentors the team of employees responsible for administering the City's payroll budget and forecasts the impact of proposed raises, promotions, reclassifications, and benefits.
- Leads the preparation of the comprehensive quarterly and mid-biennial financial reports.
- Prepares the annual financial statements and coordinates and manages the annual financial and accountability audits by the State Auditor.
- Coordinates the City's debt issuance and maintains relationship with bond counsel and underwriters to ensure accurate and timely payment.
- Conducts research and makes recommendations on revenue options, financial organization, and fiscal policies.
- Prepares and reviews multiyear financial plans, including capital improvement plans and makes recommendations about available funding.
- Develops, proposes, and monitors compliance with financial policies. Review departmental budget requests (on and off cycle).
- Ensures compliance with various Federal, State and other reporting deadlines and requirements.
- Manages the development and adoption of the City's cost allocation and user fee schedules.
- Works with department managers and supervisors to establish benchmarks and performance measures.
- Prepares and analyzes financial reports to identify potential problems and significant trends to ensure compliance with all applicable laws, rules, and/or policies.
- Performs monthly analysis of budgetary performance and addresses significant variations with applicable departmental personnel.
- Establishes and maintains effective working relationships with all levels of staff, public officials, auditors, contractors and customers.
- Maintains a high degree of sensitivity to the needs of others and the ability to communicate technical issues in a clear and understandable manner.
- Assists Department Directors in the negotiation, coordination, and management of City contracts.
- Performs other duties as required.

SELECTION CRITERIA

Minimum Qualifications: A Bachelor's Degree in Accounting, Finance, or Public Administration, plus seven to ten years' experience in municipal accounting, two years of which must have been in a high level supervisory or management capacity, or any demonstrated combination of experience and education which provides a comprehensive knowledge of all functional areas of the position.

Preferred Qualifications: Certified Public Accountant (CPA) and/or Master's Degree is desirable, but not required.

Training/Licenses/Certifications: Possession of a valid Washington State Driver's License and an insurable driving record may be required. Must pass a background investigation. Must be bondable.

Considerable knowledge of: Principles and practices of governmental accounting and budgeting. Applicable federal, state, and local laws, regulations, codes, and ordinances. Theory, principles, practices, and techniques associated with financial and economic analysis. Principles and practices utilized in program evaluation. Principles and practices of positive supervision, training and personnel management.

Knowledge, Skills & Abilities:

1. Extensive knowledge of municipal accounting and auditing including proprietary funds; considerable knowledge of Generally Accepted Accounting Principles and municipal budgeting concepts and practices.
2. Knowledge of the State Auditor's Office "Budgeting, Accounting and Reporting System".
3. Thorough knowledge of modern personnel administration concepts, practices and laws; financial forecasting concepts and practices; management concepts; and public administration and governmental operations.
4. Ability to develop, implement, and maintain effective accounting systems, procedures, and policies and plan, organize and develop the municipal budget.
5. Ability to prepare accurate and understandable financial reports; evaluate and interpret financial data; forecast financial trends and develop revenue and expenditure estimates.
6. Ensure compliance with state and federal regulations for City accounting procedures and the budget.
7. Ability to supervise the work of departmental staff including coordination, assigning, monitoring, and evaluating work; hiring, training and counseling, and disciplining staff; and processing grievances.
8. Build relationships and work effectively with the public, elected officials, subordinates, and peer department directors.
9. Communicate and make presentations effectively, both orally and in writing, one-on-one and to groups.
10. Work effectively as the Finance Department's representative to various cross-functional team initiatives and develop a department-wide cooperative and customer-focused culture that supports internal and external teamwork.

SALARY AND BENEFITS

- Salary Range: \$107,475 - \$129,026
- Public Employees Retirement System
- Medical, Dental, Vision and Life Insurance
- Vacation, Holidays and Sick Leave
- Deferred Compensation, which allows employees to choose to directly reduce their taxable income and defer this taxation until retirement or withdrawal of funds by deferring up to \$19,500 of their gross annual salary (more if over age 50) in 2021. The employee is empowered to choose how to invest their deferred salary.

APPLICATION PROCEDURE

Please submit the City of Yelm application, resume, cover letter and proof of certifications to Karen Bennett at karenb@yelmwa.gov