



FINANCE & HR DIRECTOR

\$105,156 - \$131,436

(2021 rate, 2022 increase under review)

Plus Excellent Benefits

Apply by

October 31, 2021

(open until filled)



WHY APPLY?



Located on the shores of Lake Washington, Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. It's picturesque and historic City Hall is located in a park setting on Lake Washington with breathtaking views of the water, Mount Rainier, the Olympics and the Seattle skyline.

This is predominately a small-town Finance Director position with limited human resources responsibilities. The city of Medina offers the right finance professional the opportunity to work with a supportive, dedicated staff in one of the most beautiful cities in the Pacific Northwest.

The current Finance & HR Director is retiring. She has committed to staying on for a period of training and knowledge transfer.

THE COMMUNITY

With just over 3,200 total residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest. The citizenry is made up of primarily professionals, doctors, lawyers and CEOs of major Fortune 500 corporations, and has the 2nd highest per-capita income in Washington.

Medina is largely a suburban, single family residential community with relatively few commercial enterprises. A grocery store/deli, gas station and nursery make up the commercial sector, though a large commercial center exists in the neighboring city of Bellevue.



Bellevue is the high-tech and retail center of King County's Eastside, with more than 140,000 jobs and a skyline of gleaming high-rises. Microsoft has become the city's largest employer, having absorbed a large part of the new downtown office space built during the 2000s.

THE CITY

Incorporated in 1955, the City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The Mayor is selected by the City Council and serves a two-year term. The City has a total of 25.7 FTE's and a 2021 General Fund of \$8.3 million.

The City provides general governmental services through six departments: the City Clerk's office, the City Manager's office, Development Services, Police, Finance, and Public Works. The City contracts for Court, Legal, and Fire services. Water and sewer utilities are provided by the City of Bellevue.

The City Manager oversees the administrative function of the City, appoints department directors and staff, and assists the City Council with the development and implementations of policy. Current city manager Michael Sauerwein has been serving as city manager since January 1, 2014.

On November 5, 2019, Medina voters approved a 6-year Levy Lid Lift measure. As part of a long-term financial planning project launched nearly two years earlier, it was structured to provide a minimum of ten years of financial stability and existing service levels. The long-term financial plan also addressed restoration of conservative fiscal policies and measures of financial health.

THE DEPARTMENT & POSITION

The Finance & HR Department provides the City of Medina a full range of accounting services. The department works to provide services and information to the public, the City Council, and city employees that are timely, impartial, supportive, and consistent with professional standards, legal requirements and City policies. Services of the department include: Treasury, ensure fiscal integrity & efficient use of revenue, budgeting, long-term financial planning, financial reporting, coordinating internal & external audits, risk management, payroll & AP, employee recruitment, benefit administration, and employee & labor relations. The department operates on a 2021 budget of \$525,000 with 1.7 FTEs including the Director.

Under the direction of the City Manager, the Finance & HR Director will perform, control, interpret and communicate the financial operation functions of the City and provide information and guidance to city staff, City Council and residents of Medina regarding a variety of complex, professional, administrative, and technical accounting and finance functions required to maintain the fiscal records and systems of the City. The position works closely with an active Finance Committee, comprised of four Councilmembers. This position also carries out the duties of a human resources manager and supervises one employee. This position is a working Director, who must be able personally perform all accounting functions, generate the annual financial reports and be the lead on the annual State Audit. The Department has a part time clerk that provides some essential separation of financial duties. The City has a contracted labor relations attorney that assists with bargaining and more complex HR issues.

For a full job description and to view the full responsibilities of the position, please view the attachment found [here](#).



IDEAL CANDIDATE PROFILE

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, or a related field is required. Candidate must have at least five (5) years of professional governmental finance experience, including two (2) years in a supervisory role or any equivalent combination of education and experience. The ideal candidate will have strong knowledge of Cash-basis and Fund accounting, GAAP, GASB 54 and the CAFR, and be committed to excellent customer service. The ideal candidate will have a proven track record of planning and coordinating internal staff and functions. Strong preference will be given to candidates who a high skill level in accounting software programs, including Vision Municipal Solutions.



Necessary Knowledge, Skills and Abilities:

- A high level of patience and the ability to translate complex financial concepts into simple terms that elected officials and the public can understand.
- Excellent skill in building and maintaining relationships with a variety of stakeholders.
- Finance has to play bad cop at times, but still maintain effective and respectful working relationships.
- The ability to stay engaged and not react emotionally.
- Experience working with highly successful individuals accustomed to asking hard questions, and the ability and confidence to say 'no' and 'I don't know', though provide answers and options in a timely manner, while being prepared to defend options if needed.
- The new director needs to be a strategic thinker and know limitations.
- An open-door policy and a commitment to maintaining good communication with staff and the Council is essential.

COMPENSATION & BENEFITS

- **\$105,156 - \$131,436 DOQ**
- Medical, Dental, Vision & Life Insurance (\$300K)
- Flexible Spending Account
- Public Employees Retirement System (PERS)
- Vacation & Sick Leave
- 10 Paid Holidays Plus 2 Floating Holidays
- 80 Hours of Management Leave
- City Deferred Compensation Match Up To \$500 Per Month



**Please visit:
www.medina-wa.gov**

The City of Medina is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 31, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Medina, WA – Finance and HR Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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