

City of Duvall Position Description

Class Title: Finance Director
Department: Finance
Union: Non-Union
Date: 11-26-08

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, and technical accounting and finance functions in maintaining the fiscal records and systems of the City. This position is responsible for developing and monitoring the City's operating and capital budgets under the direction of the Mayor and in partnership with the City Administrative team and department directors. The position is also responsible for the oversight of all financial operations, including accounts payable, payroll, accounts receivable, cash and investment management, financial reporting, and asset inventory.

SUPERVISION RECEIVED

Works under the general direction of the Mayor and works side by side with the City Administrative Team.

SUPERVISION EXERCISED

Exercises supervision over accounting associate, utility billing clerk and other administration and finance staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises finance operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Oversees payroll, accounts payable processing, utility billing, and other functions of the Finance Department.

Manages and coordinates the activities of the Department in a manner that provides excellent customer service, adheres to City Council policy direction, and is consistent with the expectations of the Mayor. Serves as chief financial advisor to the Administration Team.

Monitors revenues and expenditures to ensure sound fiscal control; establishes and maintains internal control procedures to ensure that appropriate standards and procedures are maintained. Oversees and participates in the preparation of the City's comprehensive financial report; develops and updates the City's long term financial plan including financial analyses for the City; ensures compliance with local, State and Federal laws, codes and ordinances; prepares financial statements and coordinates activities with other departments and agencies as needed.

Provides professional advice to city council; makes presentations to council, boards, commissions, civic groups and the general public. Patience and persuasiveness are needed when interacting with others. Requires strong verbal aptitude and public speaking ability.

Communicates official plans, policies and procedures to staff and the general public. The Finance Director develops financial policies, finance related ordinances and resolutions with recommendations to City Council.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Assists in budget preparation and execution. Produces both a current and a long term financial forecast to evaluate the effect of current decisions on long term financial stability. Provides monthly financial summary reports to the Administrative Team and inevitably to the Mayor and City Council.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Trains and develops financial staff.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes. Is involved in franchise agreements and contract negotiations with service providers.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations. Maintains financial records and prepares financial reports.

Oversees the central computerized financial and management information system of the City as well as the posting and reconciliation of ledgers and accounts.

Directs the preparation of state and federal reports, including tax reports. Acts as liaison to the state auditor in the annual audit process.

Oversees the investment of City funds.

Attends regular and special City Council meetings.

Other duties as assigned.

PERIPHERAL DUTIES

Represents the City at various conferences and meetings.

Perform general management duties for the City Administrator Team and Mayor as assigned.

Performs cost-of-service studies for utility rate considerations.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field.

Desired Qualifications:

- (A) Five (5) years or more years of progressively responsible related experience; experience in a position of comparable scope and size to the City of Duvall highly desirable.
- (B) Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- (C) CPA.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications (Springbrooke is the city's financial software); considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Knowledge of municipal accounting and auditing including enterprise funds; Considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of principles and practices of municipal finance administration including budget preparation.

Knowledge of statistical methods, economics, financial system design and analysis.

Knowledge of principles of supervision and management, including participative management.

Ability to apply sound administrative and fiscal practices.

Ability to write clear, comprehensive explanatory text to accompany financial reports.

Ability to develop manual and computerized financial systems.

Ability to prepare accounting / financial data projections.

Ability to present ideas effectively orally and in writing.

Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances.

Ability to establish and maintain effective working relationships with staff, other City employees / departments, City officials, and the public.

Skill in effective, clear and persuasive oral and written communications about the City's finances to individuals and groups.

Ability to act as a staff advisor to the City Council and the Mayor.

Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License or ability to obtain one within six months.

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Summary of City of Duvall Employee Benefits

- Medical, dental, and vision insurance
- Public Employees Retirement System (PERS)
- Voluntary Deferred Compensation Plan (Department of Retirement Systems)
- Term Life and Accidental Death Insurance
- Long Term Disability Plan



The City of Duvall is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by December 30, 2008 (first review, open until filled). To apply, please send a letter of interest, resume, and completed application to Jodee Schwinn, City Clerk via email jodee.schwinn@duvallwa.gov or mail to City of Duvall, PO Box 1300, Duvall, WA 98019.

Tentative Recruitment Schedule for Finance Director *Apply by Dec. 30, 2008*



Small Town. Real Life.

City of Duvall
PO Box 1300
Duvall, WA 98019
Phone: 425.788.1185
Fax: 425.788.8097
www.duvallwa.gov



Small Town. Real Life.

FINANCE DIRECTOR

*Immediate Employment
Opportunity!*

\$67,159-\$87,750 per year
plus excellent benefits

Apply by Dec. 30, 2008
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DUVALL'S HISTORY

The City was named after James Duvall, a logger who homesteaded here in 1871, the City of Duvall is located on SR-203, approximately 25 miles northeast of Seattle, halfway between Monroe and Carnation in the Snoqualmie Valley. Duvall is in the northeast corner of King County. The City is fast becoming a favorite residential community for both commuters and for those who choose to conduct business in a small town setting. There are 6,050 people living in Duvall and it is one of the fastest growing communities in the state.

THE CITY

Duvall has a Mayor / Council form of government of which each is elected directly by the citizens of Duvall for staggered four-year terms, all representing the community at large. The Mayor provides leadership to City departments in directing the many functions of city government and implements the policies and ordinances of the City Council. The City currently provides a full range of services, including police, public works, planning, building, and some of the nicest parks in the valley. The City currently employs forty-five (45) employees.

THE DEPARTMENT

The Finance Department carries out all financial transactions of the City and ensures legal and ethical compliance with those transactions. They work cooperatively with other City departments preparing the annual budget and financial forecasting. The Fi-

nance Department is responsible for cash management, investments, payroll, accounts payable, utility billing, administering the budget, asset accounting and debt management. The Department prepares various required reports for state and county agencies, as well as several financial reports on a monthly and quarterly basis that are submitted to the Mayor, Council and City administration team.

THE POSITION

The Finance Director performs a variety of complex supervisory, professional and technical accounting and finance functions in maintaining the fiscal records and systems of the City. This position is responsible for developing and monitoring the City's operating and capital budgets under the direction of the Mayor and in partnership with the City Administrative team and department directors. The position is also responsible for the oversight of all financial operations, including accounts payable, payroll, accounts receivable, cash and investment management, financial reporting, and asset inventory.

JOB KNOWLEDGE

Desired talents and skills include:

- Five (5) years or more of progressively responsible related experience; experience in a position of comparable scope and size to the City of Duvall highly desirable.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- CPA.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of modern governmental accounting theory, principles, and prac-

tices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications (Springbrooke is the City's financial software); considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.

- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, City officials; ability to communicate effective orally and in writing.

EXPERIENCE & EDUCATION

Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

COMPENSATION

- \$67,159—\$87,750 per year, DOE
- 2 weeks vacation per year, DOE
- 12 days sick leave per year