THE CITY OF DUVALI
WASHINGTON

Finance Director

$107,833-$129,889

Plus Excellent Benefits

Apply by

July 17, 2019
Why Apply?
Located 25 miles northeast of Seattle along SR203, the City of Duvall is surrounded by stunning vistas of the Snoqualmie Valley and the Cascade Mountains. The area offers outdoor adventures including hiking, mountain and road biking, fishing, kayaking, skiing and golf. The outdoors infuses the area with energy and tranquility.

This is an excellent opportunity for an experienced finance professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with dedicated staff to achieve the City’s goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!

The Community
Situated in western Washington between Seattle and the foothills of the Cascade Mountains, the City of Duvall serves roughly 7,800 residents.

The region offers incredible sightseeing and endless outdoor recreation opportunities including beautiful city, state and county parks, cycling, fishing, birdwatching, skiing, snow sports, and kayaking and other activities on the famous Snoqualmie River only minutes away.

Stevens Pass, just 60 minutes east, provides a 1,125-acre winter sports area with 37 runs, terrain park & night skiing, plus summer time bike park.

Duvall is a family-friendly community with an abundance of trails, parks, and open space. Duvall’s vibrant Old Town overlooks the Snoqualmicie River and offers something for everyone. New businesses and the entrepreneurial spirit are encouraged, providing residents unique local services and products. Residents gather year-round to enjoy the arts, music, and community events, celebrating Duvall’s distinctive culture, all while embracing the natural beauty of the Snoqualmie Valley. Duvall is an evolving city that honors its rural and agricultural heritage, while remaining on the cutting edge of technology, innovation, and sustainability.

The City
The City was named after James Duvall, a logger who homesteaded here in 1871. 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.

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, utilities, public works, planning, building, finance and administration, and some of the nicest parks in the valley. The City currently employs forty-five (45) employees.
The Position

Working under the direction of the Mayor and City Administrator, performs a variety of complex professional, managerial, and technical financial and accounting functions for the City. The Finance Director will also coordinate on assigned activities with other departments and outside agencies and provides highly responsible and complex support to the Mayor together with City Administration and department directors.

Other responsibilities include:

- Develops the City’s operating and capital budgets under the direction of the Mayor and in partnership with the City Administrator and department directors.

- Monitors the fiscal status of the City, performs financial planning, makes recommendations regarding financial operations, and develops fiscal policies.

- Manages and supervises finance operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff. Oversees general ledger accounting, payroll, accounts payable, accounts receivable, utility billing, and other functions of the Finance Department.

- Coordinates and manages 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.

- Monitors revenues and expenditures to ensure sound fiscal control as well as establishes and maintains internal control procedures to ensure that appropriate standards and procedures are maintained.

- Provides professional recommendations to City Council and makes presentations to Council, boards, commissions, civic groups, and the general public.

- Provides ongoing financial reporting to the administrative team, the Mayor, and City Council, as well as guidance and support to other City departments on financial and accounting issues.

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

See job description for full listing of duties.

Challenges

Duvall is a bedroom community with a modest budget that makes it a challenge to fund all of our community’s needs. Our residents are predominately well educated and affluent with high standards for service. Duvall, like many smaller communities, is experiencing the impact of local and regional growth. Duvall has a state highway that bisects the community that is carrying regional traffic through the City to county roads that lack capacity. This results in Duvall residents experiencing increased commute times.

Duvall transitioned to a biennial budgets for the first time last year for the 2019-2020 cycle. The General Fund Budget for this biennium is $13.2 million and our total biennial budget is $48.5 million.
IDEAL CANDIDATE

Education and Experience:
A bachelor’s degree in business administration, accounting, finance or a related field, and five years of experience in a progressively responsible finance environment. The ideal candidate will have experience with Springbrook, be a CPA, and have a valid Washington State driver’s license by time of hire.

Necessary Knowledge, Skills and Abilities:
- Considerable knowledge of modern governmental accounting theory, principles, and practices; internal control procedures and management information systems; office automation and computerized financial applications; public finance and fiscal planning; payroll and accounts payable functions; budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.
- Knowledge of principles and practices of municipal finance administration including budget preparation and sound cash management practices and principles.
- Ability to manage complex financial operations and monitor fiscal health.
- Knowledge of principles of supervision and management, including participative management.
- Ability to supervise the work of department staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff, and processing grievances.
- Ability to prepare and analyze complex financial reports; maintain efficient and effective financial systems and procedures.
- Ability to analyze and interpret complex data as well as address and implement complex requirements and processes.
- Ability to prepare financial projections.
- Ability to establish and maintain effective working relationships with staff, other City employees and 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 staff advisor to the City Council and the Mayor.
- Understanding of and ability to function within the City’s political environment and sensitivities.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS
- $107,833 - $129,889
- Medical, dental, and vision insurance
- 2 weeks vacation per year (DOE)
- 10 paid holidays, plus 2 personal days per year
- 12 sick leave days per year
- 96 hours of Administrative Leave per year
- Public Employees Retirement System (PERS)
- Voluntary Deferred Compensation Plan (Department of Retirement Systems)
- Term Life and Accidental Death Insurance

The City of Duvall is an Equal Opportunity Employer.
All qualified candidates are strongly encouraged to apply by July 17, 2019.
To apply, please send a letter of interest, resume, answers to supplemental questions, and completed application to Jodi Wycoff, City Clerk via email job.apply@duvallwa.gov or mail to City of Duvall, PO Box 1300, Duvall, WA  98019.
Taking no more than one page for each, please answer the following supplemental questions:

1. Explain your experience with preparing and presenting financial reports and budgets to elected officials and other audiences.
2. Describe your experience with forecasting, financial planning, and rate modeling.
3. Describe your experience with policy development.
4. Describe your technical knowledge and experience related to preparing annual financial statements.
5. Describe your experience preparing and managing a budget.
Class Title: Finance Director  
Department: Finance  
Union: Non-Union  
FLSA: Exempt  

Established: 5/20/97  
Revision: 6/26/19  

Finance Director

Performs a 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, and payroll. Manages cash balances, investments, banking functions, and issuance/payment of debt. Manages and directs all general accounting and financial reporting functions for the City, serves as liaison during the annual audit. Develops the City’s operating and capital budgets under the direction of the Mayor and in partnership with the City Administrative team and department directors. Monitors the fiscal status of the City, performs financial planning, makes recommendations regarding financial operations, and develops fiscal policies.

The Finance Director works under the direction of the City Administrator and Mayor. Exercises supervision over an accountant, accounting associate, utility billing clerk, and other administration and finance staff as assigned. The Director is responsible for accomplishing departmental objectives and goals.

Essential Duties and Responsibilities

The following statements reflect the general duties and responsibilities of this position. The incumbent is expected to meet the technical performance standards developed for this position and the City’s standards for interpersonal team behaviors, customer contacts, and supervision. The incumbent may also perform other duties as assigned, including work in other functional areas to cover absences or to meet current workload needs and changing business practices. Other general duties and responsibilities include but are not limited to:

- 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 general ledger accounting, payroll, accounts payable, accounts receivable, utility billing, and other functions of the Finance Department.

- Ensures that financial transactions and processes are conducted in accordance with all applicable laws, regulations, and requirements.
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; monitors revenues and expenditures in assigned areas 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 ongoing financial reporting to the administrative team, the Mayor, and the City Council.

Provides guidance and support to other City departments on financial and accounting issues.

Monitors grants received by the City, ensures financial and accounting requirements are met.

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; addresses 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 appropriate financial records and prepares required financial reports.

Oversees the central computerized financial and management information system of the City and all related processes.
• Directs the preparation of state and federal reports, including tax reports. Acts as liaison to the state auditor in the annual audit process.
• Manages cash balances, investments and banking functions.
• Manages the issuance and payment of debt.
• Attends regular and special City Council meetings.

Peripheral Duties
• Represents the City at various conferences and meetings.
• Performs general management duties for the City Administrator and Mayor as assigned.
• Performs cost-of-service studies for utility rate considerations.

Qualifications

Minimum Qualifications
- Education: Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field.
- Experience: 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. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

And:
- 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 and a driving record acceptable to the City and the City’s insurance carrier 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.

Special Requirements:
- License or Certificate: CPA preferred.
- Must be bondable.

Necessary Knowledge, Skills and Abilities:
- Working knowledge of Springbrook and its different program applications is preferred.
- 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 (Springbrook 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, GAAP, GAAP, and GASB.

- Knowledge of principles and practices of municipal finance administration including budget preparation.
- Knowledge of sound cash management practices and principles.
- Ability to manage complex financial operations and monitor fiscal health.
- Knowledge of principles of supervision and management, including participative management.
- Ability to supervise the work of department staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff, and processing grievances.
- 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 communicate effective orally and in writing.
- Ability to analyze and interpret complex data, ability to address and implement complex requirements and processes.
- Ability to prepare financial projections.
- Ability to establish and maintain effective working relationships with staff, other City employees and departments, City officials, and the public who many not have a strong understanding of government accounting.
- 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.
- Experience in priority based budgeting.

**Physical and Mental Demands:**

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

**Work Schedule:**

This position works, at a minimum, a standard 40-hour work week (Monday through Friday) with additional responsibility for early morning and late evening meetings.
Work Environment:
Standard office setting. Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a personal computer including word processing and spreadsheet software; computer keyboard; 10-key calculator; phone; copy machine; fax machine; light lifting and carrying (minimum of 25 pounds); ability to verbally communicate to exchange information. The noise level in the work environment is usually moderately quiet.

Vision:
See in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and operate assigned equipment.

Hearing:
Hear in the normal audio range with or without correction.

Travel:
This position may require overnight travel on an occasional basis for training and other professional development.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: ____________________________ 6/12/19
Mayor  Date

Effective Date: 08-15-94  Revision History:
05/20/97 Rev. B
05/03/01 Rev. C
11/14/08 Rev. D
10/29/10 Rev. E
06/26/19 Rev. F