



Finance Director

\$82,092 - \$109,464 PLUS EXCELLENT BENEFITS

APPLY BY January 31, 2011 (FIRST REVIEW, OPEN UNTIL FILLED)

The Community

The City of Lake Forest Park is located adjacent to and north of Seattle, Washington on the north shore of Lake Washington. Incorporated in 1961, the City grew slowly to a population of 3500 until 1994 when annexation expanded the City to its current population of 12,820. The City is a Code City under Washington law operating under the Mayor-Council form of government.

The City of Lake Forest Park has a staff of 64 and a 20 million dollar annual budget. Public services are provided through a mix of city, special district and contract services. Policing, land use/building, court, sewer, street and storm water maintenance, parks maintenance, and administrative services are provided directly by the City. Special districts provide Fire/EMS, library and water services.

Lake Forest Park prides itself on its natural physical environment, small town feel, the level of volunteerism in City functions and community involvement. The City of Lake Forest Park is celebrating its 50th anniversary in 2011 with a year-long community celebration.

The Position

Reporting to the City Administrator, the Finance Director will plan, direct, and manage the Finance Department which is responsible for all of the financial and information service functions of the City, including budgeting, financial planning, debt management, accounts payable and receivable, cash management, utility billing, business licensing and taxation and information services.

As a key staff member, the Finance Director will be charged with:

- ◇ Development, monitoring, and implementation of the City's budgets in partnership with the City Administrator and department directors;
- ◇ Oversight of all financial operations including accounting, cash management, purchasing, and providing revenue and financial projections and forecasts to assist in the consideration of long-range financial options and planning;
- ◇ Exploring, evaluating and recommending policy choices for complex issues such as: capital projects, financing, compensation, organizational

Finance Director

Lake Forest Park, Washington

efficiencies, and other research projects.

- ◇ Quantitative and qualitative analysis and evaluation of financial data for decision making.

Education & Experience

The ideal candidate will have a minimum of seven years upper-level finance experience in a similarly-sized or larger public agency; applicable supervisor/management experience; recent “hands-on” experience with financial operations; and meaningful qualifications in the following areas:

- ◇ Budget preparation, presentation, and performance reporting
- ◇ Accounting management
- ◇ Treasury management
- ◇ Financial software systems
- ◇ Research, analysis, evaluation, and solving of complex analytical problems

The selected candidate must possess either a Bachelor’s or Master’s degree in finance, public administration, or accounting (or a similar field) and excellent oral and written communication skills that enable the candidate to succinctly and accurately explain complex financial matters in plain terms to a wide variety of audiences. Importantly, the candidate must possess a demonstrated team-oriented outlook that will enable them to work effectively with public officials, peers and the community.

Pursuant to federal law, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States.

Compensation & Benefits

- ◇ \$82,092—\$109,464 per year
- ◇ Medical, dental, vision, flexible spending plan
- ◇ Life & long-term disability insurance
- ◇ 11 Holidays
- ◇ Washington State PERS Retirement
- ◇ Deferred Compensation Plan
- ◇ The City is not a participant in Social Security, but provides a 401(a) social security replacement program.

For more information about the City of Lake Forest Park, please visit: www.cityofflp.com

How to Apply

To apply, please send a letter of interest, resume and completed city application via email to hr@cityofflp.com with Finance Director in the subject line, or fax to 206-364-6521, or mail to City of Lake Forest Park, Attn: Human Resources, 17425 Ballinger Way NE, Lake Forest Park, WA 98155.

All qualified applicants are strongly encouraged to apply by January 31, 2011 (first review, open until filled). A complete position profile and required application can be found at www.cityofflp.com/jobs or by calling 206-368-5440 and requesting an application.

The City of Lake Forest Park is an equal opportunity employer. Individuals requiring ADA accommodation during any portion of the selection process should advise the City of the need in advance.

City of Lake Forest Park

17425 Ballinger Way N.E.
Lake Forest Park, WA 98155
www.cityofflp.com