

# CITY OF OCEAN SHORES

# JOB DESCRIPTION

---

---

**Title:** *Finance Director*  
**Reports To:** *Mayor*  
**Salary Range:** *\$89,240 to \$104,356 Annually (DOQ)*

### **Ideal Candidate Profile:**

An ethical, talented leader with a strong accounting and systems background. Extensive experience in municipal or other local government finance operations best practices and the implementation of internal controls. Solid understanding of GAAP, GASB, and public procurement laws. Very comfortable leading a diverse team working in varied financial functions. The ideal candidate will be collaborative, future focused, and a communicator who can briefly summarize complex financial issues for staff and the public.

### **Definition:**

Will direct, manage, supervise, and coordinate the finance operations of the City's Finance Department. Functions include the professional accounting, financial record keeping, payroll, benefits, accounts receivable and payable, cash, debt and investment management, and procurement in accordance with the authorities and duties mandated by RCW 35A.42. Serve as system administrator for the City's enterprise system and oversee the implementation of proper internal controls and application of best practices for the City's financial operations. Recommend policies and procedures as well as ordinances and regulations necessary for the smooth functioning of the Finance Department.

### **Job Location and Tools Utilized:**

Work is performed in an office environment with travel required to other City locations and occasional out-of-City meetings and conferences. Equipment utilized includes standard office equipment including personal computer with spreadsheet, word processing, database and network software. Springbrook™ knowledge and experience is a plus. Attendance at evening and infrequent weekend meetings is required.

### **Supervision Received and Exercised:**

Receives administrative direction from the Mayor or designee.  
Exercises direct supervision over professional, technical, and clerical accounting staff.

### **Essential Job Functions:**

- ◆ *Oversee accounting functions, including accounts payable & receivable, financial reporting, payroll and procurement, and assure compliance with state and Federal regulations, City policies and goals, and government accounting standards.*
- ◆ *Supervise the preparation of a variety of detailed/complex monthly, periodic and annual reports.*
- ◆ *Provide guidance on and interpretation of policies and procedures in the resolution of discrepancies, problems or questions of other departments and/or outside agencies; evaluate accounting policies, procedures, practices and procurement methods, and recommend changes.*

- ◆ Oversee, coordinate and participate in the preparation of the Comprehensive Annual Financial Audit in accordance with the guidelines established by the Government Finance Officers Association (GFOA) and State Auditor's Office (SAO); collaborate with staff and the SAO to ensure timely completion.
- ◆ Plan, organize and participate as needed in all phases of the City's centralized procurement functions to include the acquisition of the supplies, materials, equipment, services, professional services, public works contracting and bidding processes.
- ◆ Provide system administration, oversight and review for the City's existing computerized financial record keeping system applications and procedures; lead selection, implementation and upgrade of enterprise systems or tools to maximize internal controls, security and efficiency; manage vendor relationships.
- ◆ Plan, direct, coordinate and review work plans for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures meet with staff to identify and resolve problems.
- ◆ Provide leadership, supervision, performance management and mentoring for the assigned staff.
- ◆ Coordinate and/or conduct staff training on financial systems, processes and reports; assist departments in complying with financial and procedural processes.
- ◆ Attend and participate in professional meetings; stay abreast of new trends, best practices and innovations in the field of local government accounting.
- ◆ Serve on the Mayor's leadership team, participating in leadership activities including strategic planning, goal setting, special projects and work planning.
- ◆ Oversee and participate in the development and administration of the Budget; forecast needs for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as necessary.
- ◆ Work closely with the Mayor, Department Heads and City Council to develop the annual budget, and coordinate budget presentations to the Council and public,
- ◆ Develop and administer the record system for fund accounting, grants, and Local Improvement Districts.
- ◆ Supervise the design, implementation and maintenance of the internal control systems.
- ◆ Supervise the issuance of City business licenses, collection of fees and provide services to the public as specified by ordinances.
- ◆ Supervise the City's financial record keeping systems including storage and monitoring of historical records.
- ◆ Supervise the preparation, mailing, receiving, receipting, and collection of the City's utility billing.
- ◆ Coordinate and manage the administrative functions of the Grays Harbor County Public Facilities District (PFD)
- ◆ Present and explain financial information and Attend City Council Meetings and Study Sessions;
- ◆ Serve on negotiation teams as needed.

**Associated Job Functions:**

Perform special projects and other duties as assigned by the Mayor.

**Knowledge, Skills and Abilities:**

The Finance Director must be capable of and physical able to perform thoroughly and accurately the full scope of responsibility as illustrated in the above job description.

**Desirable Knowledge, Skill, Ability and Qualifications:**

Requires a Bachelor's Degree in business administration, accounting, finance or related discipline supplemented by approximately five years professional work experience, two of which were in a supervisory capacity. A Master's Degree in an appropriate discipline is desirable and government experience is preferred, OR any combination of education and experience which demonstrates competency and capability.

**Requirements:**

Requires a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier. Willingness to live within a reasonable commuting distance of Ocean Shores, WA.