

CITY OF ENUMCLAW

JOB DESCRIPTION

<u>Position Title:</u>	<i>Finance Director</i>
<u>Department:</u>	Finance
<u>FLSA Status:</u>	Non-Union, Exempt
<u>Pay Grade:</u>	52

Nature of Work:

Under the direction of the City Administrator, perform complex professional, administrative and technical accounting and finance duties or functions in maintaining the fiscal records and systems of the City. Enumclaw's Finance Director is responsible for the Finance Department as described below.

This position plans, organizes, directs, and evaluates the City's overall financial operations and fiscal planning functions. The Department Director provides financial operations, planning and consulting services to the City Council, City Administrator, and other City departments and offices on specific municipal finance issues, budget preparation, and consequences of fiscal alternatives and options.

Examples of Work:

- Supervises the positions in the Finance Department. These positions include the Payroll Clerk, Accounts Payable Clerk, Utility Billing Clerk, Accountant and Customer Service Clerk.
- Directs the City's accounting and reporting operations, including maintaining its accounting systems, establishing and maintaining internal financial controls, preparing all required financial reports, conducting internal audits, all in accordance with sound business practices, applicable City ordinances/resolutions, State Law, and GAAP (generally accepted accounting principles).
- Directs the City's cash management functions, including collecting, depositing, investing, and disbursing all public funds controlled by the City; maintains the City's banking relationships, issues and repays City debt, collects accounts receivable, provides centralized cashing services, and oversees the City's various imprest funds.
- Assists the City Administrator in overseeing and coordinating the City's cyclical major financial planning functions, including its annual and multiple year budget and City-wide capital improvement program (CIP), and coordinating the production of related official City publications.

- Oversees and coordinates the City's financial reporting efforts, including the preparation and production of the City's cash basis annual financial report, State BARS (Budgeting, Accounting and Reporting System) reports, and other financial surveys and reports.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Directs the development and maintenance of the City's cash receipting and disbursement systems, including accounts receivables, centralized and court cashiering, investments, accounts payable, payroll, non-expense disbursements (treasurer checks system), travel advance, debt service, LID accounting, and other finance and accounting related systems.
- Oversees the operations and maintenance of public financial services, including the municipal court's record keeping and bail handling activities; LID (local improvement district) assessment billing, collection and accounting functions; and billing and collection of services for the City's water, sewer, natural gas, solid waste and stormwater utilities.
- Oversees general fixed asset system accounting and inventory system.
- Prepares, monitors and is responsible for the budgets for the Finance Department, , Miscellaneous Non-Departmental, Debt Service and other City Administrator assigned operating funds and departments.
- Develops the annual revenue estimates for use in developing the annual budget of the City.
- Monitors financial trends and budgeted revenues and expenditures of the City to assure that fiscal responsibility and control is maintained and to assure the fiscal well being of the City.
- Reports the results of City financial operations to both City management and the Council through monthly and quarterly reporting.
- Provides financial analyses, reports and information to the City's management and Council to optimize effective and responsible decision-making.
- Provides professional City related financial advice to the City Administrator, Mayor, City Council, and Department Directors, making verbal and written presentations as may be needed or requested; provides financial analyses and interpretations of consultant, legislative, and other related mandates and proposals impacting the City's financial position.
- Communicates official plans, policies, and procedures to staff and the general public, often requires financial interpretation of sometimes complex issues.
- Directs and oversees the preparation of various state, federal, and other agency reports and ensures that payments made are in compliance to state and federal statutes and regulations.
- Interfaces with the State Auditor during the annual audit of the City, coordinating the City's compliance efforts, and responding both orally and in writing to recommendations, concerns and findings.
- Ensure that the City's accounting structure complies with State BARS.

- Determines work schedules and work procedures to expedite workflow and to improve the efficiency and effectiveness of operations. Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs.
- Allocates, directs, motivates and evaluates departmental personnel to help (1) achieve their individual goals; (2) collectively achieve the department's mission; (3) foster teamwork; and (4) lead to employees' growth and accountability for their actions.
- Recruits qualified personnel ensuring compliance with State and City policies and procedures. Responsible for establishing and maintaining a work environment conducive to positive morale, individual style, quality, creativity and teamwork. Responsible for resolving grievances and personnel related problems, disciplining and terminating Finance staff should that be required.
- Serves, when called upon, as a member of senior management on task forces and committees participating in the City's strategic planning efforts, and addressing citywide policy and management issues, especially for those of a financial nature.
- Presents departmental issues and recommendations on major issues requiring policy direction to the City Administrator, appropriate advisory bodies, and the City Council.
- Prepares City-wide written finance related policies and procedures that help safeguard the City's assets and ensure compliance with State regulations.
- Issues written and oral instructions; assigns duties and examines work for integrity, accuracy, and conformance to City policies, procedures and State and federal regulations.
- Trains and develops Finance Department staff and provides training to other staff related to financial related operations and procedures.
- Develops finance related ordinances and resolutions.
- Coordinate the development and documentation of fiscal and administrative policies and procedures.

Reporting Relationships:

This position operates under the general supervision and direction of the City Administrator. The employee interrelates with the City Administrator, Department Directors, the Mayor, Council members, Finance and various other City staff, government agency and government association's contacts, and the general public.

Knowledge, Skills and Abilities:

Knowledge of:

- In-depth knowledge of generally accepted accounting and auditing principles, theory and practice, as well as financial analysis and research techniques.
- Mastery of municipal accounting and budgeting principles, practices, operations and procedures.
- Knowledge of the general business and financial practices needed to operate effectively in the City's general business environment.
- Good working knowledge of cash management theory and practice, debt administration, and municipal money markets to sufficiently direct the City's fund

raising and debt management functions.

- Knowledge of State BARS and general State law as it relates to municipal finance and investment in Washington State.
- Substantial working knowledge of the capabilities and limitations of automated information systems.

Ability To:

- Ability to conceptualize, organize, and direct complex and interrelated financial functions and planning programs to promote accuracy and compliance with laws and financial management standards, and to produce information which will help the City's managers collectively and individually achieve the City's objectives and overall mission.
- Ability to identify the department's future direction in response to changing City needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Ability to negotiate and administer contracts with outside vendors and service providers.
- Ability to provide leadership, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the goals of the department and the City.
- Ability to effectively plan, develop and maintain complex detailed administrative projects and programs.
- Ability to understand the City's political environment and have sensitivity to that environment, and have the ability to function effectively within that environment.
- Ability to establish and execute complex oral and written instructions and to apply available guidelines to various situations.
- Ability to communicate effectively and maintain quality working relationships with other City employees and the public during the course of work. Tact, patience and courtesy are needed, as well as the ability to effectively communicate technical concepts to lay people.
- Ability to quickly grasp technical financial principles and procedures, and to carry on more than one function at a time in an environment subject to many distractions.
- Ability to plan and organize and to meet sometimes rigid schedules and demanding time lines.
- Skill in preparing and directing the preparation of comprehensive budgets, analyses, reports and recommendations.
- Skill in effective, clear and persuasive oral and written communications to individuals and groups.
- Skill in resolving conflicts and gaining cooperation among competing interest groups.
- Effectively and efficiently use software programs such as Microsoft Office suite, accounting/financial enterprise system software and office equipment including a computer, printer, calculator, and copier.
- Must be bondable and have the proven ability to maintain the confidentiality of information.
- Maintain regular, reliable and punctual attendance.

Education and Experience:

B.A. degree in accounting, business or financial administration is required.

Education or training in the business applications of computer science, economics, and statistics would be very helpful. Significant course work or experience in government accounting theory, organization and management, personnel, business law, and investment theory is highly recommended.

Four years progressive responsible experience in accounting, financial system management, and cash management is highly recommended.

Certified Public Accountant and/or master's degree preferred.

License/Certification:

Valid Washington State Driver's License.

Reviewed & Revised
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