

CITY OF ORTING

JOB DESCRIPTION

Job Title: Finance Director

Department: Finance

Reports to: City Administrator

SUMMARY DESCRIPTION

The Finance Director is a full-time Federal Labor Standard Act exempt, non-Civil Service management position. Under the general supervision of the City Administrator the Finance Director directs, manages, supervises and coordinates the activities and operations of the Finance Department within; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

1. Assume management responsibility for assigned services and activities of the Fiscal Services division including accounting and reporting the City's financial transactions.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for fiscal services staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Manage the City's fiscal functions including accounts payable, accounts receivable, general ledger, grants, debt, investments, payroll, bank accounts, and audits; negotiate draft and edit/implement auditor's findings.
6. Oversee staff responsible for accounts payable, accounts receivable, travel, purchasing, business licenses and payroll.
7. Assume management responsibility for all compliance reporting including grant compliance reporting, payroll taxes, sales and excise tax.
8. Select, train, motivate and evaluate finance personnel; provide or coordinate staff training;
9. facilitate teambuilding; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
11. Complete the City's annual report in accordance with the Washington State Auditor's BARS manual.
12. Serve as staff on the City Council and a variety of boards, commissions and committees; prepare and present staff reports, answer questions and complete other necessary correspondence.
13. Provide responsible staff assistance to the City Administrator and Mayor.

14. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to fiscal services programs, policies and procedures as appropriate.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance; implement GASB pronouncements.
16. Act as the City's Personnel Director.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- The principles and practices of public finance, accounting, and auditing
- Fixed income portfolio management
- Application Software Products accounting, payroll, utility billing and cash receipting software programs
- Office practices and equipment
- Word processing, spreadsheets, databases and presentation software

Ability to:

- Oversee and participate in the management of the fiscal services program.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Formulate and implement long range strategic plans.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting or a related field.

Experience:

Five years of increasingly responsible fiscal services experience including two years of administrative and supervisory responsibility.

License or Certification:

Valid Washington State Driver's License
CPA Preferred

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

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

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

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.