



City of Des Moines, Washington

JOB DESCRIPTION



FINANCE DIRECTOR

Regular, Full-time

Salary Grade: D-40

FLSA Status: Exempt

Union Status:

Non-represented

EEO Category:

Officials & Administrators

Nature of Work

The Finance Director plans, organizes and directs the City's Finance Department including financial planning; financial operations (treasury, accounting, financial reporting, payroll, grants management, and procurement); and supervising and evaluating the performance of assigned personnel as well as oversight of the Information Systems division. Provides recommendations to the City Manager for strategic direction of fiscal policy matters to maintain and enhance the financial health of the City. The Finance Director works under the broad long-range administrative direction of the City Manager. Initiative and judgment are used in providing advice and policy recommendations to the City Manager and City Council. The incumbent exercises considerable independence and has full responsibility for departmental operations, managing supervisory, professional, technical and clerical staff, directly and indirectly.

Essential Functions

- Directs the maintenance and operation of the general accounting system of the City and its departments, offices and agencies.
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the City.
- Serves as the City's Audit Officer for all claims for disbursement.
- Manages major contracts for auditing, accounting, consulting, investment, debt issuance, etc.
- Coordinates the City's debt issuance, maintaining relationships with bond counsel, underwriter, and rating agency. Prepares continuing debt disclosure requirements, and ensures compliance with federal arbitrage requirements.
- Assures the proper preparation of the City's annual budget and six-year capital improvement plans. Assists the City Manager in the administration of the annual budget.
- Assists the City Manager in developing City fiscal policy; recommends and approves City-wide financial policies.
- Prepares and presents to the City Council, through the City Manager, a variety of financial reports.
- Administers the City's business and occupation tax ordinance including audits of businesses for proper payment of taxes owed and proper coding of the City's portion of sales and use taxes collected.
- Serves as the City's treasurer and establishes policies for and monitors all investment activities including selecting and monitoring broker-dealers for investment purchases.
- Prepares and monitors the City's five-year financial forecast and assists the City Manager with long-range financial planning.

- Monitors departments' use of collection agents to recover all monies due the City.
- Oversees internal and external City audits and serves as the City's point-of-contact with the Washington State Auditor's Office.
- Assures technically sound, secure and efficiently functioning voice and data systems on a City-wide basis. Assures secure and efficiently functioning network and computer applications.
- Oversees, motivates and evaluates Finance and Information Systems staff to help: (1) achieve their individual goals; (2) collectively achieve their department's mission; and (3) foster leadership development throughout the department.
- Establishes work priorities and performance standards for staff; monitors performance and provides effective feedback; works with staff to correct any deficiencies; implements any necessary disciplinary action after appropriate consultation with the Human Resources Manager.
- Prepares a variety of letters, memos, minutes, contracts, forms, reports, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Presents issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the council.
- Keeps informed of new trends, developments, laws, and regulations impacting the activities of the Finance Department.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Municipal accounting and auditing including proprietary funds; considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- State Auditor's Office "Budgeting, Accounting, and Reporting System (BARS)."
- Compliance requirements in administering federal, state, and local grants.
- Principles and practices of municipal finance administration including budget preparation.
- Statistical methods and economics.
- Principles of supervision and management, including participative management.

Ability to:

- Apply sound administrative and fiscal practices.
- Write clear, comprehensive explanatory texts to accompany financial reports.
- Prepare accounting/financial data projections.
- Present ideas effectively orally and in writing.
- Supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with staff, other City employees/departments, City officials, and the public.

- Present effective, clear and persuasive oral and written communications about the City's finances to individuals and groups.
- Act as a staff advisor to the City Council and the City Manager.
- Understand the City's political environment and sensitivities, and function effectively within that environment.
- Coordinate, organize, and prioritize work, follow directions, instructions and protocol in the course of duties assigned.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Create and meet schedules, time lines and work independently with little direction.
- Work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities.
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

Education and Experience Requirements

- Graduation from an accredited college or university, with a bachelor's degree in business, accounting public administration or a related field required; and
- Minimum of five years in municipal accounting, three of which in a management capacity required; and
- CGFM (Certified Government Finance Manager) or CPA (Certified Public Accountant) preferred.
- Management experience in the finance department of a government organization of similar size or larger preferred. Experience with other levels of government preferred.

Special Requirements

- Successful completion of a criminal history and background check to include a credit report due to fiduciary responsibilities.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Duties require the willingness and ability to work the hours necessary to accomplish the assigned duties, including occasional evenings and weekends; occasionally travels out of town to attend workshops, conferences, and seminars.
- Work Environment: Typical office conditions, and the noise level is usually quiet.
- Physical Demands: Regularly required to sit, talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Frequently required to stand and walk and lift up to ten pounds. Specific vision abilities include close vision and the ability to adjust focus.
- Mental Demands: Regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use

mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; work with constant interruptions; and interact with all levels of City management, employees, City Council members, the public and others encountered in the course of work.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2018.