



9605 NE 24th Street • Clyde Hill, Washington 98004
425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

CITY OF CLYDE HILL

JOB DESCRIPTION

JOB TITLE: Finance Manager
DEPARTMENT: Administration
CLASSIFICATION: Full-Time
FLSA Status: Exempt

GENERAL RESPONSIBILITIES

As a key staff member, the Finance Manager is responsible for the day-to-day operations of the finance department. The Finance Manager performs a variety of complex professional and technical accounting and finance functions in maintaining the fiscal records and financial systems of the City. This position is responsible for the oversight of all financial operations, including budgeting, payroll, AP/AR, cash and investment management, grants management, financial reporting, asset inventory and the annual audit.

STRUCTURE

Administrative staff members work together in a self-directed manner to accomplish their mission, goals and commitment to serving Clyde Hill residents.

SUPERVISION RECEIVED

Works under the supervision of the City Administrator, who is also the Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Coordinator:

- Sets clear expectations and provides direction regarding all financial operations
- Provides financial overview and support to the Deputy City Clerks
- Answers financial questions and provides help to residents and customers
- Covers for staff at front desk on an as-needed basis

Financial Operations, Accuracy and Reporting:

- Verifies accuracy of all financial operations in accordance with Federal, State, County and City laws, policies and generally accepted accounting principles
- Establishes and maintains appropriate internal control procedures
- Monitors financial activities and ensures solvency to meet City goals
- Responsible for the proper processing and posting of payments, daily/monthly ledger reconciliations, staff training and implementation of financial procedures
- Monitors and reports on all City financial operations
- Prepares monthly budget, fund, cash and budgetary reports as well as annual financial and periodic treasurer's reports

Audit

- Oversees, coordinates and participates in the annual audit in accordance with the guidelines established by the GFOA and the State Auditor's Office (SAO)

- Prepares annual financial statements for the SAO
- Cooperates with the SAO and City staff for timely and successful completion of the annual audit

Budgets

- Collaborates with the City Administrator and department heads to develop and present the annual budget and performance metrics report
- Coordinates, prepares and presents various components of the annual budget for review by the Mayor, City Council and Citizen's Budget Advisory Committee
- Provides revenue/expenditure models/forecasts to assist in the consideration of long-range financial planning
- Produces budget monitoring reports throughout the year
- Develops final budget document for operational use and for GFOA review

Information Technology

- Provides oversight of the City's financial system to maximize internal controls, security and efficiency
- Manages the contract for and operation of the City's financial software (Vision)
- Maintains the financial pages on the City's website

Grants and Loans

- Oversees management of financial facets of intergovernmental grants/loans including preparation/submittal of reports/applications for reimbursements
- Works with department heads to manage construction contracts, payments, retainage, closeout reports and any associated financial requirements

Cash Investment and Management

- Manages investment of all City funds within constraints of City's Investment Policy and Investment Committee
- Acts as the staff coordinator for the Investment Committee, helps guide appropriate actions and provides direction to banks regarding investments
- Responsible for daily deposit functions and bank account management

Payroll and Benefits

- Responsible for all City payroll functions including the preparation and administration of semi-monthly payroll
- Helps manage day-to-day human resource activities by assisting employees with questions about benefits/programs and new employee orientation
- Provides information for use in union negotiations as needed

Other

- Participates in professional meetings in order stays abreast of new trends, best practices and innovations in the field of government accounting
- Manages the appropriate issuance and reporting of business licenses
- Monitors compliance with larger sales tax payments
- Attends City Council meetings once a month after regular working hours and occasionally attends evening meetings as needed
- Performs other related duties and special projects as required or assigned

Duties listed above are intended as illustrations of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's or Master's degree in finance, public administration, accounting, business administration or a related field;
- Three years of increasingly responsible, professional, related experience;
- Experience working in the government sector; and
- A CPA in good standing or actively engaged in professional development (e.g. CPA Exam, GFOA's CPFO program, attendance at CPE events); or

Any equivalent combination of education and experience that provides the required knowledge, skills and abilities list below

Knowledge, Skills, and Abilities:

The successful Finance Manager will have considerable knowledge of:

Governmental accounting principles and practices;
County, State & Federal laws pertaining to city financial operations;
Internal financial control procedures;
Office automation and financial information systems (Vision is City's financial software);
Payroll systems and human resource management;
Budgetary, accounting and reporting systems, GAAFR, GAAP and GASB
Accounts payable and receivable functions;
Cash and investment management;

The successful Finance Manager will have skills and abilities to:

Maintain efficient and effective financial systems and procedures;
Prepare and analyze complex financial reports;
Build and maintain effective working relationships;
Effectively communicate orally and in writing;
Demonstrate strong interpersonal skills and telephone etiquette
Use discretion in all contacts
Use independent judgment and self-direction in achieving work goals; and
Remain flexible to changing priorities

Personal Characteristics:

- Professional
- Self-directed
- Highly Ethical – Trustworthy
- Organized
- Fiscally Conservative
- Creative
- High Personal Integrity
- Collaborative

SPECIAL REQUIREMENTS

Bondable and possess a valid WA driver's license within 30 days of being hired

TOOLS AND EQUIPMENT USED

Personal computer, using MS Office and City's financial accounting software (Vision), phone, fax, 10-key calculator, City vehicle, printer and copier/scanner

PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job, employee is frequently required to sit, stand, talk and hear. Employee is occasionally required to walk, use hands to operate, finger, handle or feel objects, tools or controls and reach with hands and arms. Employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required include close vision and the ability to adjust focus.

The noise level in the work environment is moderately quiet. Teams operate in a drug and smoke-free environment. Work will be predominately performed in the sedentary position while talking and/or working with a computer.

The physical demands and work environment described here 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 functions.

SELECTION GUIDELINES

Formal City application and cover letter describing why you are applying for this position, rating of education and experience, job-related test, oral interviews, reference checks, credit check (for bonding).

OPPORTUNITIES & CHALLENGES

The City is financially healthy due to its solid financial history, strong financial policies and a fiscally conservative leadership who understands the importance and practice of protecting the City's long-term financial health. The new Finance Manager will augment these policies and will be a key player in immediately helping the City address a few critical projects:

- Development of a City Facilities Plan:
 - Assist in developing the critical financial element of this Plan
- Future budget planning for City's long-term financial health:
 - Assist in developing creative ideas to manage the City's reliance on residential development to balance the budget; and
- Begin immediately to plan for/work on the City's 2019 Budget

SALARY & BENEFITS

Monthly Salary Range: \$7,500 – \$8,000*; DOE

City-Paid Benefits Include: Employee Health Insurance (90%)
Non-Spouse Dependent Health Insurance (90%)
Employee Dental Insurance (100%)
Unemployment & Employee L&I (Disability) Insurance
\$5,000 Life Insurance & Employee Assistance Program
State Retirement System (PERS) & Social Security
11 Paid Holidays Per Year
10 Paid Vacation Days Per Year
5 Paid Professional Days Per Year
12 Paid Sick Days Per Year

***City's Flexible Benefits Plan**

An additional \$791.16 per month (\$9,494/year in 2018) is provided to all full-time employees to use in the City's Flexible Benefits Plan (Cafeteria Plan) for various eligible benefits, including cash. Some of the associated benefits include additional retirement savings options, spousal medical/dental premiums, payment for co-insurance medical premium costs, medical deductibles and/or non-covered medical expenses, dependent care expenses and additional life insurance. The Plan provides a tremendous amount of flexibility in how an employee chooses to use this additional monthly income.

This job description does not constitute an employment agreement between employer and employee and is subject to change by employer as the needs of employer and requirements of the job change.

Last Updated: 02/28/2018



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FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE

In connection with your employment application and for other employment purposes, the City of Clyde Hill may seek background information about you from a consumer reporting agency. This information will be in the form of a consumer report. A consumer report may include details or reveal information regarding your credit-worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. These reports may be obtained at any time after the City receives authorization from you, including as part of the hiring process or during the period of employment if you are hired.

Because the Finance Manager is responsible for many finally sensitive areas, a background check for this position will include information regarding your credit history and standing.

A credit report will be obtained as part of the background check process, prior to offering a successful candidate the job as Finance Manager. This is because credit information is substantially job-related to this position. The City has made this determination for the following reasons: Confirming the creditworthiness of a potential candidate is deemed relevant to this position because the position involves access to cash; authority to sign checks or approve payments; has responsibility for receiving and processing payments; has access to sensitive or confidential information such as credit card numbers; has access to banking or other financial accounts and is a position of significant financial trust.

Under the Fair Credit Reporting Act ("FCRA"), before the City of Clyde Hill can obtain a consumer report about you for employment purposes, it must have your written authorization. Before the City can take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION TO OBTAIN A CONSUMER REPORT

By signing below, I, _____, acknowledge that I have read the above section, entitled "FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE." I hereby voluntarily authorize the City of Clyde Hill to obtain a consumer report about me from a consumer reporting agency. I also authorize the City of Clyde Hill to consider this report when making decisions regarding my employment at the City.

I agree that a photocopy or telephonic facsimile of this authorization shall be as valid as the original.

Date: _____

Signature: _____