



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

CITY OF CLYDE HILL POSITION OPEN

FINANCE MANAGER

MONTHLY SALARY: \$8,290 – \$8,790, DOE

Includes monthly Base Salary (\$7,500 – \$8,000) and monthly Cafeteria Plan (\$790)

Are you looking for a rewarding challenge? The City of Clyde Hill seeks a dynamic individual as its next Finance Manager. If you are interested, please send us a letter detailing why you are the best fit for the position, an application and your resume.

JOB DESCRIPTION

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, accounts payable, payroll, accounts receivable, cash and investment management, grants management, financial reporting, asset inventory and the annual audit.

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

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

For more information, please download an application and a job description from the City's website (Clydehill.org) or contact:

John Greenwood, Assistant City Administrator

john@g@clydehill.org

425-453-7800

CLOSING DATE: Wednesday, March 14th