



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
425-453-7800 • Fax: 425-462-1936 • [www.clydehill.org](http://www.clydehill.org)

## **CITY OF CLYDE HILL POSITION OPEN**

# **FINANCE MANAGER**

**MONTHLY SALARY: \$7,916 – \$9,291, DOE**

*An additional \$842/month is provided in the City's Cafeteria Plan*

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 an essential 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
- 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

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

John Greenwood, Assistant City Administrator

[johnq@clydehill.org](mailto:johnq@clydehill.org)

425.439.9651

**CLOSING DATE(First Review of applications): Sunday,  
November 29<sup>th</sup>**