

**JOB DESCRIPTION
EXEMPT**

JOB TITLE: Director of Finance, City Clerk/Treasurer/Auditing Officer

DEPARTMENT: Finance

REPORTS TO: Mayor

PRINCIPAL PURPOSE OF JOB: Responsible for supervising all City financial operations and functions including general accounting, investment portfolio management, budget preparation and monitoring, payroll, accounts payable and receivable, utility billing, capital facilities plan and collections, revenue functions, and fixed asset control. The Finance Director is responsible for planning, organizing, directing, and controlling all activities and duties of the City Clerk/Treasurer function as defined by state and federal law and City Code, and related duties as assigned by the City Council through Council Ordinance or Resolution. Represents the City on accounting and financial matters, and provides support services to all City departments as directed or required. As City Auditing Officer, acts as the auditing arm for both the legislative and executive branches of government.

LEVEL OF AUTHORITY: Work with the Mayor and City Council on all financial matters of the City. Implement policies and programs with activities reviewed by the Mayor for adequacy of professional judgement, compliance with policies, and achievement of results consistent with objectives within budget. Work under the guidelines of various governmental financial and accounting regulations, policies and procedures. Operate with latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives and applicable laws, rules and ordinances. Error in judgement could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City. Bear direct responsibility and liability for auditing/certifying all claims against the City. Directly supervise the Assistant Finance Director and is responsible for the management of the Finance department staff.

WORK ENVIRONMENT: Work is performed primarily in an office setting and in community meeting rooms. Some work may involve visiting other work sites.

ESSENTIAL JOB FUNCTIONS:

1. Plan, organize and direct the financial administration of the City, managing the development and implementation of goals, objectives, policies and priorities for each assigned service area.

2. Frequently refine work methods, and develop new techniques, concepts or programs.
3. Perform the necessary analysis to project City revenues to meet budgeting and long-range capital improvement planning needs of the City in accordance with legislative resource allocation and state laws.
4. Ensure compliance with state and national utility/governments accounting requirements in conformance with generally accepted accounting principles.
5. Direct accounting staff in the maintenance of all accounting records, agreements, ordinances, resolutions and other official documents.
6. Invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands on the Treasury and conforming to all Washington statutes governing the investment of public funds. Selects financial institutions and brokers with whom the City will do business based on Public Deposit Commission requirements. Establishes investment strategy based on knowledge of the investment market.
7. Prepare (annually) a six-year Capital Facilities Plan for needed capital facilities as determined by the legislative branch, and in conformance with the State Growth Management Act.
8. Oversee the City's cash management systems including receipting, accounting, investing, purchasing and payables of the City. Ensures adequate cash flow to meet the City payroll, cash expenditures and debt payments.
9. Manage water contracts and is responsible to coordinate utility rate studies working with executive and legislative branches.
10. Represent the Finance Department to other City departments, elected officials, outside agencies and the public. Explains, negotiates and resolves sensitive, significant and controversial financial issues.

Auditing

Ensure implementation and monitoring of strong internal financial controls to safeguard City assets. May require site visits to other departments to provide advice or to audit cash handling practices. Perform role of the City Auditing Officer. Coordinate with the State Auditor's annual examination of the City's finances, internal controls, and compliance with laws. Acts as liaison during the annual state audit.

Utility Billing/Meter Reading

Provide for efficient collection of revenue needed to maintain long-term stability of the utility system. This includes necessary rate studies.

Payroll

Provide system for timely and accurate compensation of employees to ensure proper recording and reporting for all employee salary and benefit information to state and federal agencies.

Purchasing

Provide appropriate quality and quantity of goods and services at the most cost effective pricing levels. This includes administration of the bidding process.

Grant/Contract Administration

Administer major grants, both state, and federal. Monitor contracts and contract performance.

Inventory and Fixed Assets

Provide information on cost effective inventory levels, ensure proper insurance levels, and provide information on financial disclosure.

Special Assessments Administration

Administer the LID (Local Improvement District) assessment process in accordance with state laws. Responsible for administering latecomer agreements approved by council.

Risk Management

Manage the City's insurance program (property, liability).

Information Systems

Supervise Information Systems staff. Provide for appropriate hardware/software computerization for departments; manage computer networking of all City departments.

City Clerk

Attest all public documents, serve as custodian of the City Seal; be responsible for records management (ordinances, resolutions, minutes); send reports to the Public Disclosure commission; and serve as secretary of the Firefighter's Pension Fund.

City Treasurer

Act as City Treasurer in accordance with RCW 35.23.131.

Public Notary

Must obtain or be able to obtain a Public Notary designation.

Licensing

Administer the businesses license and dog licensing programs (ordinances).

QUALIFICATIONS

1. Must have a BA or BS degree in Public Administration, Finance, or Accounting; highly desirable to have an MBA degree. Minimum of three years of supervisory experience in an accounting environment.
2. Extensive knowledge of the State of Washington Budget, Accounting & Reporting Systems (BARS), or similar state chart of accounts.
3. Must have knowledge of the field of City financial management and accounting, city clerk duties, and duties of a treasurer of a municipal government agency. Must have demonstrated ability to perform these duties successfully.
4. Plan, organize, direct and coordinate the work and management of supervisory, professional and technical personnel; delegate authority and responsibility. Select, supervise, train and evaluate staff.
5. This position requires a functional ability to utilize various computerized spreadsheet, accounting and word processing systems. Must be able to operate a computer. Must be proficient in Microsoft programs including but not limited to Excel, Access, Outlook and Word. Must be able to learn other software programs as needed.
6. Must have excellent written and verbal communication skills. Must be able to prepare and present technical oral presentations at public meetings. Must be able to create computer generated graphs and charts.
7. Ability to work with citizens, elected and appointed officials, numerous department heads, staff and co-workers.
8. A valid Washington State driver's license and a driving record acceptable to the City's insurance carrier.
9. Must be bondable.

Physical Capabilities

1. Ability to sit for long periods, as necessary.
2. Physical stamina to sustain long work days, including evening meetings, as necessary.

Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and other City personnel at all levels.
2. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

3. Must have the ability to plan, assign and review the work and performance of others in a manner conducive to proficient performance and high morale.
4. Must be willing to maintain professional and technical expertise through continuing education and membership in professional organizations as directed.
5. Must have extensive ability to prepare and direct preparation of comprehensive reports, budgets, and departmental material and correspondence.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Passed and approved by Resolution No. 1304 on April 4, 1994.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____

Signature _____

Date _____