



CITY OF SNOQUALMIE
WASHINGTON

CHIEF FINANCIAL OFFICER

\$105,744 - \$117,492

Plus Excellent Benefits

Apply by
September 20, 2015
(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY?



Located just 25 miles east of Seattle and surrounded by stunning vistas of Mount Si and the Cascade Mountains, the City of Snoqualmie, Washington, offers year round outdoor adventures, including hiking,

mountain and road biking, fishing, kayaking, skiing and golf. The outdoors infuses Snoqualmie with energy and tranquility.

The City of Snoqualmie is a stable, financially sound organization in the fastest growing city in Washington. If you are interested in working in a supportive environment and making a difference, this is the right position for you!

THE COMMUNITY

Incorporated in 1903, the City of Snoqualmie blends its historic past and small-town ambiance with a growing population in the master-planned community of Snoqualmie Ridge. In 1997, the population was approximately 1,500. Today, the population is nearly 13,000, and with current development agreements, will grow to approximately 15,000. Remarkably, census results show that 35% of the population was made up of those 18 years of age and younger, which takes the number one position in King County for youth population.



Residents enjoy the city's 35 parks, 540 acres of open space and more than 30 miles of trails that offer a wide range of recreation opportunities and highlight the scenic beauty and vitality of Snoqualmie. The parks have something for everyone, from play equipment for the little ones to tennis

courts and athletic fields. Many parks have facilities available for rental, including fields, picnic shelters, and the fabulous view shelter at Snoqualmie Point Park.



Downtown Snoqualmie is sometimes referred to as the historic district for its many landmarks. The City has invested over \$24 million in new public infrastructure including a City Hall. The city council just approved an additional \$15 million for continued infrastructure investments. There are unique shops, local artisan crafts, and many restaurants, from coffee houses to casual fare to fine dining. Complementing the downtown historic district are many shops and restaurants in the Snoqualmie Ridge Marketplace. Across Snoqualmie Parkway is the Snoqualmie Ridge Business Park with several major companies in a variety of industries.

The City of Snoqualmie is home to Snoqualmie Falls, which is the second most visited attraction in Washington State after Mount Rainier. The City is also home to the Northwest Railway Museum located at the historic Snoqualmie Depot and is the largest railway museum in Washington State.

The Tournament Players Club (TPC) at Snoqualmie Ridge is the Home of the Boeing Classic, an official event on the PGA Champions Tour. The nationally recognized Jack Nicklaus Signature Golf Course is designed to accommodate professional events while offering superb playability and unparalleled views for golfers of all levels.

Snoqualmie takes its name from the Snoqualmie Indian Tribe whose members share their culture and history at many community events. The Snoqualmie Casino is the closest casino to Seattle and the Eastside and offers dining, live entertainment, and a conference venue.



Snoqualmie Valley School District provides academics, sports, music programs and more for approximately 5,600 students in ten schools. Test scores are among the highest in the state. Many excellent public and private colleges and universities are within an hour of Snoqualmie, including Bellevue College and University of Washington, one of the preeminent research universities in the world.

THE CITY

The City of Snoqualmie is a non-charter Code City which utilizes a Mayor-Council form of government. The Mayor is the elected chief executive officer and all council members are elected citywide and represent all citizens. Mayor Matt Larson is currently serving his third term as Snoqualmie's Mayor. He has held many offices in Snoqualmie in the past, including Mayor Pro-Tem, City Council member, chair of the Planning Commission, and Parks Board member.

City Administrator, Bob Larson, serves as the chief administrative officer and is responsible for the City's day-to-day operations and the coordination of work among all departments and programs. City departments include: Finance & Administration, Community Development, Fire, Parks & Public Works, and Police. The City's department heads and program managers are supportive of each other in accomplishing the City's goals. They work well together as a team in an environment that is enjoyable and highly productive. Snoqualmie has a current budget of \$42 million and employs 118.72 FTEs, including interns and seasonal employees.

THE DEPARTMENT

The City of Snoqualmie has a combined Finance & Administration department, with a Finance Office which manages business licensing, Business and Occupation taxes, utility billing, pet licensing, and applications for senior and low-income utility bill discounts. The Finance Office also manages city budgeting, financial reporting, accounting, payroll, accounts receivable, and accounts payable functions. The City is in sound financial health due to strong financial policies that will be updated prior to the retirement of the current CFO, Rob Orton, at the end of November 2015 after 5 years in the position.

THE POSITION

Reporting to the Director of Administrative Services, Snoqualmie's Chief Financial Officer supervises the City's Accountant and Financial Analyst, along with multiple finance interns, while also serving on the Executive Leadership Team. The CFO is in charge of preparation of budget and related reports, deposits and investment of municipal funds, assuring efficiency of accounting processes to monitor the receipt, disbursement and accounts of all city monies, including participation in accounting activities to maintain accounting control, and providing necessary financial records, reports, and statements to the Mayor, City Administrator, Department Directors, City Council, and council committees regularly.



Essential Responsibilities Include:

- Responsible for finance functions in the city and in conjunction with the Director of Administrative Services, coordinating work as needed to certain employees in order to ensure proper fiscal procedures are followed according to State Law.

- Coordinates with the State Auditor on annual audit, performing research as needed for the State Auditor's Office during the annual audit.
- Assures the proper preparation of the City's budget document, including capital budget.
- Oversees, and as needed, assists in the preparation of annual financial reports, monthly budget reports and treasurer's reports.
- Provides highly responsible recommendations and advice to the Mayor, City Administrator and Department Directors to develop the biennial budget.
- Collaborates with the Public Works and Parks departments to develop the Capital Improvement and Capital Facilities plans.
- Prepares clear, concise reports and makes presentations to City Council upon request, including presentation of the biennial budget and CIP/CFP prior to discussion and final approval.
- Responsible for all city financial operations. Forecasts, estimates and monitors the financial activities of the City and assures the solvency of City's finances to meet existing bonded debt service for local improvement districts, general obligation bonds and revenue bonds. Interacts with external financial agencies and provides financial information to City officials, bond council, financial consultants, etc.
- Shall be a part of the management negotiating team for collective bargaining agreements and as such, deals with highly sensitive confidential information.
- Assures efficiency in treasury management to maximize monetary potential in relations to interest earning and cash flow, by performing cost control activities. Determines appropriate actions and provides direction to banks regarding investments.
- Responsible for depository functions, including banking and investments approved by the City Administrator to effect a maximum return to the City; supervising the rate and redemption of city bonds; supervising L.I.D. assessments, prepayment and bond payment notices and collection; bond calls and redemption when monies are available maintaining complete records of transactions.
- Oversees the management financial aspects of intergovernmental grants and loans.
- In conjunction with the Director of Administrative Services, supervises and participates in the preparation and submittal of reports and

applications of payment to federal and state agencies; and responsible for disbursement of expenditures by claims and redemption by treasurer's check; process and control of utility billing system, charges and other bills due the City; and the accomplishment of procedures relative to payroll preparation and the completion of payroll reports.

OPPORTUNITIES & CHALLENGES

Updating Fiscal Forecast

The new Chief Financial Officer will be in charge of updating the City's fiscal forecast to meet the Council goal of fiscal sustainability for July of 2016.

Information Systems Conversion Oversight

Snoqualmie's new Chief Financial Officer will oversee the final upgrade and conversion of the City's financial information system.

Future Budget Planning

Snoqualmie's next CFO will begin planning for the City's second biennial budget for 2017-18.

Capital Improvement Program

The second round of Capital Improvement Program financing and related utility rate adjustments will be completed by the City's new Chief Financial Officer.

Updating Bond Rating

The new CFO will prepare documents to update the City's Bond Rating in anticipation of selling and refinancing bonds.

IDEAL CANDIDATE PROFILE

The City of Snoqualmie is looking for a talented director or senior manager with extensive experience in a public sector finance department of comparable complexity and size. An ideal candidate will have thorough knowledge of the principles and practices of public finance, fund accounting, cash investment activity, auditing and modern municipal finance principles. The ideal Chief Financial Officer must be able to communicate how each department is interconnected fiscally within the City, be able to provide big picture ideas with practical details, and, ultimately, should have a vision of the financial future of the City. Encompassed in these qualities is the ability to be fiscally

conservative, yet creative and innovative in finding solutions to complex financial issues and opportunities.

The ideal candidate must meet the challenge of showing respect to others while exhibiting confidence in the recommendations he or she makes. Acting as a team player, the new CFO is also expected to be a contributor with the executive leadership team by being diplomatic, personable, and respectful of others' opinions, while having a sense of humor that fits into the culture of Snoqualmie's Executive Leadership Team.

EXPERIENCE & EDUCATION

A bachelor's degree is a minimum requirement. A focus in finance or administration is highly desirable. Five years of progressively responsible experience in a financial management position in a government setting, with experience and responsibility for monies, securities, bonded debt management and accounting. Two years of supervisory experience in a similar environment. Any combination of the above which demonstrates the required knowledge, skills and abilities to perform the job will be considered.

Must be bondable and have a valid Washington State Driver's License or ability to obtain one within two months.

COMPENSATION & BENEFITS

- **\$105,744 - \$117,492 DOQ**
- 100% medical, dental, vision, orthodontia and vision insurance for employee and dependents
- Deferred compensation investment plan with up to \$200 per month match by City of Snoqualmie
- Employee Assistance Program
- 8 hours per month accrual for sick leave
- 10 vacation days per year (increases with longevity)
- 12 paid holidays (includes two floating holidays)
- WA State PERS Retirement System
- \$50,000 life insurance
- Compensatory time
- Pay For Performance – eligible for up to 4% additional non-cumulative pay each year (after completing one year at maximum salary step)

Please visit
www.ci.snoqualmie.wa.us



The City of Snoqualmie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 20, 2015** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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