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# SUNNYSIDE



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W A S H I N G T O N

## **FINANCE / ADMINISTRATIVE SERVICES DIRECTOR**

**\$78,096 - \$95,880**

*PLUS EXCELLENT BENEFITS*

*APPLY BY*

**DECEMBER 10, 2009**

*(FIRST REVIEW, OPEN UNTIL FILLED)*

***P*ROTHMAN**



## WHY APPLY?

This is an excellent opportunity for a talented finance professional to lead a municipal finance department and make a difference in a unique community that takes pride in its history and quality of life.

## THE COMMUNITY

Sunnyside is located in South Central Washington and is approximately 2 1/2 hours from Seattle and Spokane, at the midpoint of the Interstate 82 corridor between Yakima (35 miles) and the Tri-Cities (45 miles). Sunnyside is a retail hub for the Valley area. On September 16, 1902, the town of Sunnyside voted in favor of incorporation. The vote was 42 to one. The town of Sunnyside was named for the Sunnyside Canal which brought Yakima River water to the north slope of the Yakima Valley.

Today, Sunnyside offers a small town atmosphere with outstanding potential for economic growth. With a population of just over 15,000 residents, it is the second largest city in Yakima County. Sunnyside High School is a 3A High School and Sunnyside Christian High School is a private non-denominational high school also located in Sunnyside. Both schools offer excellent educational opportunities for their students. Higher learning opportunities are available nearby through Yakima Valley Community College, Columbia Basin Community College, Heritage University, Central Washington University, and a Washington State University satellite campus located in Tri-Cities.



Come experience 300 days of sunshine in this outstanding rural community which offers the ideal blend of quality life and pastoral scenes of green hillsides, dotted with patchwork squares of vineyards and orchards.

## THE CITY

Sunnyside is a code city organized under the Council/Manager form of government and is a full-service city providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, and parks and recreation. The annual city budget is approximately \$30 million.

Jim Bridges, formerly the Public Works Director, has been promoted to City Manager of Sunnyside. Mr. Bridges has an effective working relationship with the City Council and has a progressive management style.

## THE DEPARTMENT

The Sunnyside Finance Department is responsible for the financial operations of the City, including financial reports and records, accounts payable, investment of city funds, utility billing, payroll, and municipal court operations. The Department is key to assisting the City Manager in preparation and monitoring of the City's annual budget. It also works closely with the City Manager and other Department Directors and staff to provide technical financial support of budgeting and reporting and project funding. The Department is also responsible for



managing City Information Services. The Sunnyside Finance Department employs 8 fulltime employees and has a general fund budget of \$4.4 million for 2009.

## THE POSITION

The Finance/Administrative Services Director reports to the City Manager and serves as a member of the Executive Leadership Team. The Director is responsible for maintaining the fiscal records and systems of the City and supervising Department staff. This hands-on position directs the City's accounting and reporting operations and directs the City's cash management functions, and monitors financial trends and budgeted revenues and expenditures to assure the fiscal well-being of the City. The Director also assists the City Manager and City Council in preparation of the City's budget and serves as an important resource in preparing financial forecasts, financial policies, and ensuring the City's compliance with Washington State Law and auditing requirements.

This is a highly visible position that must maintain good internal customer service to the Departments and externally to the public who visit City Hall to pay for services. The new Director will also need to

develop and maintain good communication with elected officials who depend on professional and highly ethical oversight of the City's financial resources.

**CURRENT ISSUES & PROJECTS**

Sunnyside, like many cities, is facing significant budget challenges during this time of economic downturn. In Washington State, cities rely heavily on two main sources of revenue – property tax and sales tax – which are not growing at the same pace as the costs of operating a city. In addition, voter-approved property tax initiatives limit the growth in existing property tax revenues to 1% per year. There are signs of an improving economy, but in the



meantime, managing the City of Sunnyside's finances will be a high priority of the City and will require a Finance / Administrative Services Director who can operate effectively, creatively, and thoughtfully in this challenging economy. Other projects include instituting credit/debit card payment receipting and reviewing the municipal court operations to improve efficiency.

**IDEAL CANDIDATE PROFILE**

The City is seeking a highly ethical, principled, and talented manager and leader with a strong financial background. He/she will have extensive experience in municipal or other local government finance management, accounting, fiscal reporting and control, budget development and monitoring, Information Technology management, development of financial policies and the implementation of sound financial practices, and an understanding of municipal taxation and revenue sources. It will also be important to be a candidate who understands the challenges of municipal finance during a difficult economy. Sound budgetary experience is a must, with skills in making the most of limited resources, as future upgrades to the Department become necessary.

The City is seeking a Finance/Administrative Services Director who is approachable and

encourages open communication based on an environment of trust and integrity. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation.



The ideal candidate will be a strong and confident leader with excellent interpersonal skills. The successful candidate will possess a flexible “can-do” attitude focused on a customer service approach. It is crucial that the Finance/Administrative Services Director be able to look at the big picture and to understand and address the financial management needs of other departments. The individual will be recognized for building consensus and cooperation among city staff, and will bring an appropriate sense of humor to the job.

The ideal candidate will be politically astute and demonstrate an unquestionable sense of integrity and honesty. Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the City Council, citizens, community groups, and other boards and committees. The successful candidate should be very computer literate, holding a high level of skill in developing and producing spreadsheets. The ideal candidate will be a “hands-on” manager willing to pitch in and help their staff.

This person must have excellent interpersonal skills and be a good listener who is accessible and works well with personnel throughout the organization.

**EDUCATION & EXPERIENCE**

A bachelor's degree from an accredited college in business administration, public administration, accounting, or a closely related field is required. Certified Public Accountant is preferred.

Candidates must have a minimum of five years of professional governmental finance experience, including a minimum of two years of supervisory, managerial, or director experience.



**COMPENSATION & BENEFITS**

- **\$78,096 to \$95,880**
- Paid Holidays – 9 days
- Paid Vacation – 96 to 176 hours per year based on longevity
- Paid Sick Leave – 96 hours per year
- Washington State Public Employees Retirement System (PERS) – effective 1st day of employment
- Medical, Dental, Vision, Life Insurance, Long-Term Disability – 100% of the employee's premiums are paid by the City
- Deferred compensation plan available
- Optional supplemental insurance



For more information about the City of Sunnyside, please visit:  
<http://www.ci.sunnyside.wa.us>

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The City of Sunnyside is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 10, 2009** (first review, open until filled). To apply, please send a letter of interest, resume, completed application and answers to the supplemental questions to Prothman via email at [humanresources@prothman.com](mailto:humanresources@prothman.com) or mail to the address below. The application form and the supplemental questions can be found at [www.prothman.com](http://www.prothman.com).



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