



The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

Position: Finance Director FIN/1
Department: Finance
Reports To: City Manager
FLSA: Exempt

JOB SUMMARY

As a strategic member of the City’s Leadership team, this position is responsible for directing and coordinating the functions of the City’s Finance Department, including the work of the Finance, Information Technology, and Utility Billing divisions.

ESSENTIAL FUNCTIONS

- Coordinates and assists the City Manager in developing, presenting, executing, and reporting on the performance of the annual budget; oversees the budget development process through City Council review, final ordinance, and adoption; answers budget-related questions and develops solutions to budget-related issues; oversees preparation of budget documents.
- Establishes and oversees the implementation of internal controls, including policies and procedures related to the safekeeping of public assets, accounting and financial reporting, and compliance with generally accepted account principles (GAAP) and State Auditor’s Office (SAO) requirements.
- Prepares agenda bills and presents all finance-related issues to the City Council, including the annual budget and financial statement, the Comprehensive Annual Financial Report (CAFR), quarterly financial reports, periodic budget amendments, changes to ordinances, annual property tax levies, monthly bills paid, fee schedule updates, etc.; regularly attends City Council and Committee meetings.
- Reviews contracts for finance-related services; works with the City Manager, other Department Heads and the City Attorney to ensure that risks are properly managed.
- Oversees and directs the preparation, coordination, and analysis of the CAFR, including the direct preparation and review of financial forecasts, revenue estimates, and other projections; reviews the CAFR for completeness and accuracies; prepares the Management Discussion and Analysis section.

- Educates the Council and the public on municipal debt; evaluates project funding options; coordinates and support the Bond Counsel in preparing related documents; conducts the sale of municipal bonds; oversees the payment of existing debt service.
- Monitors the City's financial condition and advises the City Manager, City Council and City Council Finance Committee of financial management issues; regularly reviews general ledger balances for reasonableness; proposes fund transfers to support capital needs; reviews purchase orders for compliance with internal controls and proper account coding; reviews adjusting Journal Entries for completeness and accuracy.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel; oversees the functions, policies, procedures, planning and development of the Finance, Utility Billing, and Information Technology Divisions; provides leadership, direction, feedback and administrative guidance to the Accounting Manager, Utility Services Supervisor, and the IT Analysts; provides leadership and advice to staff; schedules, assigns and reviews work activities of support staff and assists managers in hiring and evaluations; supervises and evaluates the performance of subordinate staff; plans, coordinates and arranges for staff training as needed; recommends disciplinary action as necessary.
- Oversees the Utility Billing operation; manages development of contracts for the solid waste utility; develops ordinance changes related to changes in state law or best practices; meets with unsatisfied customers; develops annual rate adjustments and prepares or participates in cost-of-service studies.
- Oversees Information Technology; directs cybersecurity efforts; strategizes systems maintenance and development.
- Supports the interface between Human Resources and Payroll.
- Provides financial analysis for union negotiation proceedings including costing wage proposals as a part of the City's negotiating team.
- Manages tourism activities as recommended by the Lodging Tax Advisory Committee and approved by the City Council; provides staff support to the committee.
- Represents the Finance Department to other City departments, elected officials, outside agencies and the public; explains Finance Department programs, policies and activities; negotiates and resolves sensitive, significant and controversial financial issues.
- The Director is a leader and as such communicates and supports City goals and safety practices, motivates team members, provides effective guidance, and creates and inspires a team culture across all City team environments with an open communication culture; participates, engages, and communicates actively with Leadership Team and is responsive and supportive of fellow team members, working collaboratively with one another toward goals of all department(s) and the City; leads by setting a good example with open, positive and productive behavior; takes part in strategic planning and works closely with City elected leadership in setting and carrying out vision, mission, goals and objectives for the department; models behavior that supports City values.

- Performs related duties.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

- Knowledge of governmental auditing standards and reporting requirements.
- Knowledge of governmental accounting and reporting standards.
- Knowledge of municipal budget development and management principles.
- Knowledge of public administration principles and practices.
- Knowledge of management principles and practices.
- Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations.
- Skill in establishing priorities and organizing work.
- Skill in employee management and supervision.
- Skill in problem solving; ability to analyze problems and propose alternative solutions, project consequences.
- Skill in interpersonal relations.
- Skill in dealing with the public; ability to present financial information in a clear, concise manner and articulate the importance of financial issues.
- Skill in reading, interpreting, applying, and explaining laws, codes, rules, regulations, policies, and procedures.
- Skill in performing a variety of mathematical computations with the ability to analyze complex and technical financial documents and to translate analysis into recommendations or reports.
- Proven ability to develop and lead cohesive and highly productive work teams with a customer service focus.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to maintain high ethical standards for conduct of public officials.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include GASB pronouncements, GAAP, state budgeting guidelines, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and accounting duties. Strict regulations, strict deadlines, and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to direct the City's finance, information technology, and utility billing functions. Successful performance results in the responsible management of public funds and the accurate reporting of financial data.

CONTACTS

- Contacts are typically with co-workers, other City staff, elected and appointed officials, utility customers, non-profit executives, state auditors, granting agency representatives, bankers, attorneys, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and justify or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over department personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field (i.e., Accounting, Economics, Finance, Business Administration, Public Administration, etc.) Master's Degree or CPA credential preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require ten years of related experience. Qualifying experience must include a minimum of three (3) years in a supervisory capacity.

- A record of effective work with elected officials and experience in the higher-level governmental accounting, budgeting and fiscal management is preferred.
- Ability to be bonded.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.
