



# FINANCE DIRECTOR

## \$119,525 - \$142,078

*Plus Excellent Benefits*

Apply by  
**January 9, 2022**  
*(open until filled)*

**PROTHMAN**



## MOSES LAKE, WASHINGTON



Moses Lake, Washington, is situated on the shores of the lake that inspired its name and it is centrally located between Seattle and Spokane on Highway 1-90

between fields of agriculture, freshwater lakes and popular recreational destinations. The area enjoys on average 300 sunny days a year and recreational opportunities abound with world-class fishing, hunting, biking, hiking, camping, golf, boating, ballooning and hydro races. Moses Lake is situated in central Washington State in an outdoor recreation mecca. Moses Lake is the lake that shares the City's name and many visitors come to enjoy water sports activities on Moses Lake. The lake has 120 miles of shoreline, covering 6,500 acres, and is one of the largest natural freshwater lakes in the state.

The Surf 'n Slide Water Park is also a top attraction for Moses Lake and it is considered the state's premier outdoor aquatic center. The water park is open from Memorial Day through Labor Day, and the main features are the 200-foot water slides, the lazy river, the surfing simulator, the beach and bay swimming area, and sand volleyball courts.

Moses Lake is host to several festivals and other community events throughout the year, such as tournament league baseball, Moses Lake Rodeo Roundup, and the Moses Lake Spring Festival. Held over Memorial Day weekend, this festival kicks off the summer tourist season. Entertainment includes live music performances, a Kiddie Parade, a Grand Moonlight Parade, carnival-style rides and games, a car show and a basketball tournament. Moses Lake is also home to the Grant County Fairgrounds which hosts an annual fair, as well as other events throughout the year.



Moses Lake's history is rooted in its place in aviation history as the city grew up around the former Larson Airforce Base which is now the Grant County International Airport. Moses Lake also has a backbone economic base in agriculture, and it is still known for its fresh tree fruit and a variety of crops associated with the food processing industry. Manufacturing and technology have become important to the local economy as several companies have moved to the area, including Aerotec, REC and Chemi-con, complementing the Boeing presence at the Port of Moses Lake/Grant County International Airport.

The Port of Moses Lake operates the Grant County International Airport, one of the largest airports in the western United States. The airport is now a world class heavy jet training and testing facility that has been used by the Boeing Company, the U.S. Military, and many air carriers from around the world.

The Moses Lake School District has ten elementary schools, three middle schools, one high school, the Real World Academy (a "maker's" high school) in development and a technical skills center, which together offer a high quality of teaching and many extra-curricular activities to its students. Moses Lake is also home to Big Bend Community College which provides higher education opportunities for the region and enrolls over 4,000 students a year. Recent investments in the BBCC campus and its programs make it one of the top community colleges in the state.

Moses Lake has a growing arts and culture scene fueled by Columbia Basin Allied Arts based at Big Bend Community College, the Moses Lake Museum and Arts Center, and designs on a revitalized downtown/creative district.

## THE CITY

The City of Moses Lake was incorporated in 1938. Its current population is estimated at nearly 24,000 and it is the largest city in Grant County. Moses Lake has a council-manager form of government. Seven council members are elected by the voters and represent the entire community and the Mayor is elected by the council members. The City Manager is appointed by the City Council. The City Manager is responsible for general administrative oversight of the city government consistent with City Council policy and directives. The City Manager also oversees the budget adopted by the City Council and all personnel matters.

City departments include: Administration, Finance, Community Development, Municipal Services (includes Public Works and Engineering), Parks & Recreation, Police, Fire, Human Resources, Municipal Court and Utilities (includes water, sewer, storm water, garbage and ambulance). Moses Lake's budget for 2021 is \$95,096,000 with a General Fund of \$29,536,000. The City employs 213 regular FTE's and over 200 seasonal workers. The City of Moses Lake Civic Center opened its doors in January 2012. The building includes City Administration, Finance, Utilities, and the Moses Lake Museum & Art Center. Facilities available for public use in the Civic Center are the Civic Center Auditorium, Council Chambers, and the Avenue. The Avenue is designed to provide a social gathering place for before/after meetings, events, and art shows. The Civic Center is located at the nine-acre Civic Center Park which includes an open park area, picnic tables, the WSU Grant/Adams Master Gardeners Drought-Tolerant Demonstration Garden area, the Civic Center Annex (former City Hall), the Moses Lake Public Library, and the Chamber of Commerce building.

The Moses Lake Parks & Recreation Department operates an extensive park system that features numerous recreational sites and programs. Facilities include the Surf 'n Slide Water Park, the Moses Lake Museum & Art Center, Cascade Campground, boat launches, playing fields, picnic shelters, an ice rink, a roller skating rink, a recreation center, an athletic complex, a remote control track, a skate park, and the Centennial Amphitheater. The amphitheater features a casual grassy bowl seating area and spectators enjoy the view, performances and shows with the lake serving as a beautiful backdrop.

## THE DEPARTMENT & POSITION

The Finance Department's divisions including Accounting, Utility Billing, and IT Services. The Accounting Division develops: the annual budget in conjunction with the City Manager and the Department Directors, annual financial reports, and accounting for all assets of the City. All investments are administered by this department as well as the financing of debt instruments issued by the City. The Utility Division is responsible for the billing and collection of business license, water, sewer, garbage, stormwater, and ambulance fees. The IT Division is responsible for internal installation and upkeep of all hardware and software for the City. The Finance Department operates with 15 employees on a budget of \$2,916,377.

Under the direction of the City Manager, the Finance Director serves as a strategic member of the City's Leadership team and 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. For a full job description and to view the essential functions of this position, please view the attachment found [here](#).

## CHALLENGES & OPPORTUNITIES

- 1) First and foremost, the City is looking for a leader who can develop and mentor the team to carry out the work ahead.
- 2) The position will be charged with the completion of the transition of the City to a new Financial Software. The Budget document and Financial Statements will need to be prepared out of the new software.
- 3) The City is working on updating the Comprehensive Plan, and the Financial Components such as the Capital Facilities Plan will need to be updated to be consistent with all plan elements.
- 4) The City is continuing to grow, and we will need to manage additional debt service for Fire, Water, and Wastewater capital needs already identified, and additional needs that will emerge from the updated Comprehensive Plan.
- 5) The City has completed a water and sewer rate study and will be implementing a new "cost of service" rate system after a public involvement process in 2021.

## IDEAL CANDIDATE PROFILE

### Education & Experience:

A bachelor's degree in accounting, economics, finance, business administration, public administration, or a related field, and ten (10) years of related experience, including three (3) years in a supervisory capacity, and the ability to be bonded is required. A master's degree or CPA credential, and a record of effective work with elected officials and experience in higher-level governmental accounting, budgeting and fiscal management is preferred.



### Necessary Knowledge, Skills & Abilities:

- Knowledge of governmental auditing standards and reporting requirements, and governmental accounting and reporting standards.
- Knowledge of municipal budget development and management principles.
- Knowledge of public administration principles and practices, and management principles and practices.
- Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations.
- Skill in establishing priorities, organizing work, employee management, and supervision.
- Skill in problem solving; ability to analyze problems and propose alternative solutions, and analyze 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.

### COMPENSATION & BENEFITS

- **\$119,525 - \$142,078 DOQ**
- Medical / Dental / Vision
- Life Insurance
- Vacation
- Sick Leave
- 10 Paid Holidays
- Retirement Plan
- Employee Assistance Program

Please visit:  
[www.cityofml.com](http://www.cityofml.com)



The City of Moses Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 9, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply:** go to [www.prothman.com](http://www.prothman.com), click on "Open Recruitments" select "City of Moses Lake, WA – Finance Director" and click "Apply Online" or click [here](#).



[www.prothman.com](http://www.prothman.com)

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