



CITY OF
MUKILTEO
WASHINGTON

FINANCE DIRECTOR

\$158,694 - \$192,894

Plus Excellent Benefits

Apply By

April 5, 2026

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Located 25 miles north of Seattle, Mukilteo is a scenic waterfront community situated on Puget Sound. Its population of nearly 21,000 residents enjoy panoramic views of the Olympic Mountains to the west and

the Cascade Range to the East, both of which can be seen from cross-Sound ferries departing for Whidbey Island from the newly rebuilt ferry terminal. Mukilteo is a Native American name that over time has become known as “a good camping ground.” Mukilteo is known for its local shopping areas, restaurants, financial institutions, low property taxes, award winning schools, and nearly 500 acres of parks and open spaces for recreational opportunities. Mukilteo is a wonderful place to live, work and play.

The community’s residents are extremely friendly, with a welcoming charm and have a great sense of pride, history, and traditional community involvement. Mukilteo has a wonderful blend of old and new, both in its business districts and its residential neighborhoods. Locals provide volunteer work in the Community Garden growing fresh vegetables for the food bank, play in the Community Orchestra, read Dr. Seuss books to elementary students, organize the annual Egg Hunt for area children, and help throw the biggest party of the year, the Mukilteo Lighthouse Festival. Hosted at the Lighthouse Park on Puget Sound, the popular festival brings in tens of thousands of visitors over three days.



Home to the historic 1906 Light Station, the Lighthouse Park offers many amenities including an accessible beach, picnic area, playground, and boat launch and visitors can tour the Lighthouse and even host special events. On Wednesdays from June through September, Lighthouse Park is home to the Mukilteo Farmer’s Market which draws both locals and visitors from several surrounding communities.

“Old Town” Mukilteo is located near the waterfront and still resembles the quaint fishing town it once was. The “mid-town” area of Mukilteo has many residences and offers an assortment of small businesses including restaurants, retail stores, professional offices, and hotels. The city is also a neighbor to the Boeing Company, Paine Field Regional Airport, and other major employers along a technology corridor that reaches from northern King County through Mukilteo. Mukilteo is also a regional transportation hub for the ferry, train, and bus systems.

THE CITY

Incorporated in 1947, the City of Mukilteo operates with a Mayor-Council form of government. The Mayor and seven City Council members are elected to staggered four-year terms. The Mayor serves as the Chief Executive for the City while City Council provides legislative direction. The City Administrator oversees the City’s daily operations and implements policy direction established by the Mayor and City Council. The City of Mukilteo functions with seven departments which include Planning & Community Development, Fire, Police, Executive, Public Works, Finance, and Recreation and Cultural Services. The City also owns and operates a stormwater utility. The City has an annual budget of over \$40 million dollars and 138 FTEs.



THE DEPARTMENT & POSITION

The Finance Department provides financial information to all city departments, assembles the Budget, and prepares the Annual Financial Reports for the City. The Department operates with seven FTEs on a 2026 budget of over \$1.4 million dollars. The Department fulfills all accounting and treasury functions, which include general accounting, accounts payable, accounts receivable, payroll, cash management, purchasing, auditing, investing, budgeting, and financial reporting. The Department also issues some specialty licenses. Department staff consists of an Accounting Manager, Senior Staff Accountant, Staff Accountant, Senior Department Assistant (2), and a Payroll Coordinator.

Under the direction of the City Administrator, the Finance Director manages departmental operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, modifies priorities, and schedules to assure work is completed in an efficient and timely manner.

To view the full job description, please view the attachment found [here](#).



OPPORTUNITIES & PRIORITIES

Strategic Systems Leadership: Mukilteo is entering an important phase of financial systems modernization, creating a meaningful opportunity for forward-looking, steady leadership. The next Finance Director will guide the successful implementation of the City's new ERP system, leading the transition from Eden to Central Square. With Phase I scheduled to go live in spring 2026 and payroll implementation to follow in September 2026, the Director will ensure thoughtful planning, staff readiness, and strong day-to-day operational alignment.

Fiscal Stewardship & Financial Innovation: The City's financial position is sound, offering a strong platform for strategic advancement and innovation. The Director will partner with City leadership to explore sustainable revenue generation ideas and advance cost-containment strategies that preserve service levels while promoting operational efficiency. Building on the successful implementation of the biennial budget process, the Director will reinforce long-range financial planning and provide clear, forward-looking analysis that supports informed decision-making and organizational stability.

Organizational Development & Team Stability: The Finance Department benefits from stable, capable staff and productive working relationships throughout the organization. The next Director will focus on cross-training, updating and documenting procedures, and strengthening institutional knowledge to ensure long-term resilience. By fostering a collaborative, professional, and comfortable work environment, the Director will support staff development and retention while further elevating the department's culture of service and accountability.

Collaborative Citywide Partnership: The Finance Director will strengthen partnerships across departments, enhancing communication, responsiveness, and shared problem-solving. The Director will serve as a trusted advisor, reinforce finance's role as a strategic resource, and help cultivate an even more collaborative and cohesive organizational culture. Through steady guidance and a commitment to excellence, the next Director will build on a strong foundation and help position Mukilteo for continued financial strength and organizational success.

THE IDEAL CANDIDATE

Education & Experience:

A Bachelor's degree in Finance, Accounting, Business, or a related field is required, with a Master's degree preferred. Candidates must possess five (5) years of progressively responsible fiscal and general management experience, including supervisory responsibility. Local or municipal government experience is preferred.

Successful candidates must be bondable and able to obtain State Treasurer's Certification. A valid Washington State Driver's License must also be obtained by the time of hire.

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities necessary to successfully perform the essential duties of the position will be considered.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of local government finance within a City, County, or Special Purpose District environment, including regulatory requirements, public budgeting practices, and governmental reporting standards.
- Extensive knowledge of fund accounting principles and governmental accounting standards, with demonstrated ability to apply those standards in complex municipal environments.
- The ability to develop, manage, and monitor a biennial municipal budget, ensuring alignment with policy direction, operational needs, and long-term financial sustainability.
- Experience maintaining and updating multi-year financial forecasts, including active participation in long-range financial planning efforts such as a six-year financial plan.
- The skill to provide strategic financial leadership as a member of an executive management team, contributing to citywide policy discussions and organizational direction.
- Demonstrated expertise in payroll, accounts payable, accounts receivable, and day-to-day municipal finance operations, with the capacity to guide staff in resolving complex or technical issues.
- Skill in fostering a collaborative, open-door culture that promotes approachability, clarity of expectations, and professional accountability.
- The ability to partner collaboratively with department leaders to develop and manage department budgets, offering sound financial guidance while fostering shared accountability.
- Strong financial acumen with the capacity to analyze complex fiscal data and translate findings into actionable recommendations for operational and policy decision-making.
- Exceptional communication skills, including the ability to clearly explain complex financial concepts to City staff, elected officials, and diverse public audiences.
- Demonstrated success building trust and credibility with a City Council through transparency, responsiveness, and consistent delivery of accurate financial information.
- Experience supervising, mentoring, and developing finance staff, including establishing cross-training programs to strengthen departmental resilience and flexibility.
- The ability to cultivate a steady, supportive leadership presence that reinforces stability while refining and improving existing processes and procedures.
- Experience leading cultural and procedural improvements within an established department while maintaining operational continuity and staff confidence.
- The ability to balance strategic leadership responsibilities with hands-on operational involvement, ensuring both long-term financial vision and day-to-day execution.
- Demonstrated commitment to public service values and community-centered governance, with the capacity to thrive in a close-knit municipal environment.
- Professional maturity and sound judgment demonstrating readiness for expanded leadership responsibility or the capacity to provide sustained strategic impact within municipal finance.
- A demonstrated commitment to organizational continuity and long-term service, ideally with familiarity with the North Puget Sound region and an interest in sustained community engagement.
- The ability to foster a comfortable, business-like culture grounded in professionalism, approachability, and teamwork, demonstrating a positive attitude, strong communication and leadership skills, and a commitment to collaboration that avoids operating in isolation from other departments.

COMPENSATION & BENEFITS

- **\$158,694 - \$192,894 DOQ**
- Medical, Dental and Orthodontia, and Vision Insurance for employees and dependents.
- Employee Assistance Program.
- Life Insurance, Long Term Disability Insurance, Wellness Program, Tuition Reimbursement, and other voluntary plans available.
- PERS Plan 2 or PERS Plan 3 State of Washington retirement.
- Paid Leave: Generous paid leave offerings including sick leave accrued at 8 hours per month. Vacation leave starts at 13 days annually and increases with longevity. Employees also receive 54 hours of administrative leave annually and 13 paid holidays, including two floating holidays.
- 457 Deferred Compensation Plans.
- Flexible Spending Account for Healthcare and Dependent Care.
- Directors receive a monthly car allowance and City paid cell phone.



To learn more about the
City of Mukilteo and the local community,
please visit:

www.mukilteowa.gov

www.mukilteochamber.org

www.discovermukilteo.org

The City of Mukilteo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 5, 2026** (First Review, Open Until Filled). Applications, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "City of Mukilteo, WA – Finance Director", and click "Apply Online", or click [here](#). Resumes and cover letters can be uploaded once you have logged in.



www.prothman.com

206.368.0050