



CLASS SPECIFICATION

Job Title: Finance Director
Class Code: 2020
Status: Full Time Regular
EE Group Designation: Non-Represented
Pay Grade: 25
FLSA: Exempt

Department: Finance
Division: Finance
Reviewed by: City Manager **Date:** 6-26-2024
Updated by: Human Resources **Date:** 1-1-2025

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Class specifications are not intended to reflect all duties performed within the job. Class specifications are subject to revision and may be updated as appropriate to reflect operational changes within the role.

NATURE OF POSITION

Plan, organize, control, and direct the finance department operations including purchasing, accounts payable, budgetary and financial reporting, and utility accounting, billing and collection; ensure accounting activities comply with generally accepted accounting principles and with the State of Washington's budgeting accounting and reporting system; support the activities of City departments through provision of services and information.

SUPERVISION RECEIVED

General direction and oversight are provided by the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service - Integrity - Collaboration - Equity - Leadership - Community
2. Plan, organize, and direct the work activities of the Finance Department, including, but not limited to, accounting, debt management, financial reporting, payroll, and treasury management.
3. Prepare various reports and statements on financial condition. Formulates and makes presentations using graphical representations of financial data and analysis.
4. Develop and maintain an effective customer service program for external and internal City customers, providing information and services as requested and required.
5. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of subordinates.
6. Serve as an effective member of the Leadership Team, participating in long- and short-range planning and special projects as necessary.



7. Assists with debt and bond issuance activities; monitors the City's debt portfolio and debt capacity; formulates and recommends policies and practices to ensure prudent management of the City's debt.
8. Prepare the finance department budget, and monitor expenses within the budget, assist in preparing the city-wide budget, develop new budget techniques, and make recommendations to the City Council, City Manager and staff.
9. Oversee the accounting and financial reporting functions in the City. Ensures compliance with state and local laws and that all financial transactions are recorded in accordance with generally accepted accounting principles. Evaluate and make recommendations regarding the City's financial system needs; establish and maintain internal control procedures and ensure that standard accounting procedures are maintained.
10. Act as an intermediary in resolving customer disputes and complaints.
11. Prepare financial reports and statements; oversee, direct, and assist in the preparation of the Annual Comprehensive Financial Report.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular, and reliable attendance, which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes, work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Applicable State and federal laws including Washington government codes and federal income tax withholding regulations.
- Generally accepted accounting principles, Governmental Accounting Standard Board's pronouncements (Statements, Interpretations, Technical Bulletins and Exposure Drafts) and ability to perform advanced-level accounting duties including budgetary principles and practices, budget preparation and control.
- State of Washington Budgeting, Accounting, and Reporting System. Comprehensive working knowledge of ERP systems to manage and utilize them to their full capacity.
- Investment and treasury functions and activities.
- Interdepartmental structure and functions.
- Record-keeping techniques, data processing concepts and methods, and maintenance of fiscally accurate and easily accessible records.
- Research methods and report writing techniques.



- Principles and practices of supervision and training.
- Perform mathematical calculations accurately.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

TOOLS AND EQUIPMENT USED

Computers, Microsoft Office, and financial applications, including but not limited to word processing, spreadsheets, and database software packages. Copier, scanner, and telephone.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; seeing, hearing, and speaking to exchange information; repetitive hand movements; intermittently stand, walk, kneel down, stoop, bend at the waist and lift up to 20 pounds.

WORK ENVIRONMENT

Office environment; subject to evening or variable hours.

REQUIRED MINIMUM QUALIFICATIONS

Any combination equivalent to bachelor's degree in business administration, accounting, finance, or closely related field; and five years' increasingly responsible financial accounting experience in municipal government including at least five years in a supervisory capacity.

DESIRED QUALIFICATIONS

Master's degree in business administration, accounting, finance, or closely related field. CPA or demonstrated progress in acquiring a CPA. Enterprise Resource Planning software experience. Bilingual in Spanish.