



# CITY OF MILL CREEK

## POSITION DESCRIPTION

**POSITION TITLE:** Director of Finance and Administration      **JOB CLASSIFICATION:** Director  
**DEPARTMENT:** Finance & Administration      **REPORTS TO:** City Manager  
**SALARY GRADE:** 27      **FLSA EXEMPT:** Yes  
**REPRESENTATION:** Non-represented      **Approvals: CM:**  **date:** 9-12-2017  
**Approvals: HR:**  **date:** 9-12-17

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### **GENERAL DESCRIPTION:**

Plans, organizes, directs and controls the functions of the Finance Department. Develops and implements policies, procedures and practices to accomplish goals and objectives related to the City's general accounting and financial reporting system, purchasing, budgeting and cash management system. Directs Finance, IT, City Clerk and customer service functions.

### **ESSENTIAL JOB FUNCTIONS:**

1. Manage the operations of the Finance, IT, City Clerk and customer service functions. Provide leadership, supervision, feedback and development opportunities to staff. Offer technical assistance to staff on more complex problems.
2. Manage department's funds, staff resources, materials, facilities and time to ensure the efficient and effective operation of the department. Perform cost control activities and monitor all fiscal operations of the department.
3. Plan and coordinate the development of the City's biennial budget with the City Manager. Implement and monitor budget. Establish budget procedures and systems. Accumulate data from City departments and analyze/monitor for compliance to approved budgets.
4. Develop investment strategies and assure efficient management of the investment portfolio to maximize monetary potential in relation to interest earnings and cash flow. Oversee both short- and long-term debt service financing and repayment.
5. Plan, direct and organize the accounting activities for the City. Oversee the preparation of annual and interim financial statements and reports using cash basis accounting principles and the State of Washington's BARS accounting standards.
6. Prepare revenue/expenditure financial forecasts using data from several sources. Participate as a member of the capital facilities program committee; prepare analysis of funding sources together with available revenues.
7. Participate as member of the collective bargaining team. Manage City's continuous process improvement functions.
8. Develop for review and approval by the City Manager, policies, procedures and practices governing the City's financial management.
9. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Knowledge of:**

- Generally Accepted Accounting Principles and Washington State BARS.
- Municipal administration and principles and practices of management, supervision, records management, purchasing, budgeting and risk management.
- Applicable City, state and federal rules, regulations and legislation relating to the City's financial operations and conduct of official City business.
- Governmental accounting, auditing and financial reporting.
- Financial markets, treasury and debt management relating to municipal finance.

**Ability to:**

- Maintain regular, predictable and reliable attendance during normal business hours.
- Compile and analyze financial data, records and reports.
- Plan, assign, delegate, supervise and evaluate the work of subordinates.
- Analyze reports; develop financial trend reports for use by the City Manager, other department managers and the City Council.
- Plan and institute procedures for reviewing, disbursing and accounting for public funds.
- Use a variety of computer software applications, including word processing, data base, spreadsheet, financial accounting and apply computer solutions to Finance Department functions.
- Plan, organize and oversee assigned work programs including monitoring work schedules, legal requirements and progress reviews.
- Work as part of a team; establish/maintain effective working relationships with co-workers, other agencies and the public.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- Bachelor's degree in business, accounting, public administration, or a related field plus five years in municipal accounting, three of which include supervisory responsibilities, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job.

**Licenses/Certifications:**

- Must be bondable.

**Preferred:**

- Certified Public Accountant license preferred.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.