



**CITY OF TACOMA**  
W A S H I N G T O N

**ACCOUNTING SERVICES  
DIVISION MANAGER**

**\$104,624 - \$134,160**

*Plus Excellent Benefits*

Apply by  
**September 29, 2019**  
*(first review, open until filled)*



## WHY APPLY?



Located at the foot of majestic Mount Rainier and along the shores of Commencement Bay, the City of Tacoma is a vibrant community that offers countless cultural and educational opportunities. The nearby

Cascade and Olympic mountain ranges, the waters of the scenic Puget Sound, and the City's many parks, including the 702-acre Point Defiance Park, offers a wealth of outdoor recreation opportunities.

This position is an excellent opportunity for a talented public sector finance professional to make a difference in a progressive and well managed city. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you.

## THE COMMUNITY

Tacoma is centrally located just 32 miles south of the City of Seattle and 31 miles north of the state capital, Olympia. The City is also home to the Port of Tacoma, the seventh-largest container port in the United States. Like most cities in the northwest, Tacoma is surrounded by beautiful nature, giving residents many opportunities for woody adventures.

Tacoma is recognized as a vibrant and progressive international city. Incorporated in 1884, Tacoma has grown from its historical roots as a port town of sawmills into an international port city with a vibrant art community with abundant outdoor and community activities. With its affordable housing and distinctive neighborhoods, the city has been named one of the nation's Most Livable Communities.

Tacoma is a thriving city with a revitalized downtown that caters to residents and visitors alike with its waterfront activities, shopping, fine dining, theaters, award-winning architecture, world-class museums, and art galleries. Downtown's Cultural District is the site of the Washington State History Museum, Museum of Glass, the Tacoma Art Museum, and America's Car Museum.



Largely suburban in nature with a small, but dense, urban core, Tacoma is home to a large number of institutes of higher learning that attract students from across the country. The University of Washington Tacoma, Evergreen State College, Pacific Lutheran University, University of Puget Sound, three community/technical colleges, and several trade and business schools are within Tacoma's geographic area.

## THE CITY

The City of Tacoma operates under a Council-Manager form of government. The City Council consists of an elected Mayor and eight elected Council Members; all serve four-year terms. Appointed by the City Council, the City Manager administers the City's day-to-day operations.

With a population of approximately 213,000 residents, Tacoma is the second-largest city in the Puget Sound area and the third largest municipality in the state. Tacoma also serves as the center of business activity for the South Sound region which has a population of around one million people. The City provides a full range of municipal services. City departments include community & economic development, environmental services, finance, legal, municipal court, police, fire, information technology, human resources, public utilities and public works. Tacoma currently has 6,667 employees and a total 2019-2020 biennial budget of \$3.5 billion.



The City's mission is to provide high-quality, innovative and cost-effective municipal services that enhance the lives of the citizens and the vitality of the neighborhoods and businesses through teamwork, integrity and continuous improvement in partnership with the community.

## THE DEPARTMENT

The Finance Department is responsible for the financial operations of the City, including the budget, financial reports and records, procurement, accounts payable, investment of city funds and debt portfolio, taxes & licenses, risk management and payroll. The Department takes the lead role in the preparation and monitoring of the City's annual budget and works closely with the City Manager and staff in budget development.

The Department has 100 fulltime employees divided into eight divisions: Administration, Budget, Treasury & Payroll, Tax & License, Procurement & Payables, Risk Management, Utilities Accounting, and Accounting Services. The Accounting Services Division manager oversees three Financial Managers and 13 accounting staff.

## THE POSITION

Under the direction of the Assistant Finance Director/Controller, the Accounting Services Division Manager plans, directs, manages, and oversees all accounting activities for general government departments, and produces the City's annual financial reports.

The City is seeking a candidate who is a technically proficient accountant with extensive experience managing staff, and who has a will to help identify and lead process improvements.

## Other responsibilities include:

- Development and oversight of the City's Comprehensive Annual Financial Report (CAFR). Serve as the City's liaison with external auditors.
- Technical support related to Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) pronouncements and other accounting standards.
- Assume full management responsibility for all Accounting Services personnel, including hiring, employee development, and performance evaluations.
- Manage the development and implementation of division goals, objectives, and priorities; and recommend and administer accounting policies and procedures.
- Maintain strong customer relationships with internal and external customers including other departments and the public.

## OPPORTUNITIES & CHALLENGES

1. The Accounting Services Division Manager will be responsible for developing and implementing process improvements and efficiencies within the accounting services division including improvements to the ERP system (SAP) and related work processes.
2. As the Accounting Services Division Manager, the incumbent will be responsible for implementation of new accounting standards and, where applicable, lead cross-departmental policy changes necessary to align practices with the new guidance.



**IDEAL CANDIDATE****Education and Experience:**

The position requires a bachelor's degree from an accredited college or university in Accounting, Business, Finance, or a closely related field. A Certified Public Accountant is required. Municipal experience is strongly preferred including ten (10) years of governmental accounting experience and five (5) years of supervisory responsibility.

**Necessary Knowledge, Skills and Abilities:**

- Strong leadership skills with extensive experience with managing staff.
- Proven experience identifying and improving accounting processes.
- Ability to be forward-thinking and committed to creating and improving accounting practices.
- Experience delegating and the ability to convey clear expectations and boundaries, while developing an atmosphere of trust and support where employees are encouraged to try new approaches and solutions to problems.
- Ability to be a good listener, and able to consistently work well with personnel throughout all levels of the organization.
- Prior experience as a mentor for those interested in personal and professional development.
- Experience implementing policies and systems that are easily understood and intuitively show the financial health of the City.
- Excellent organizational development skills, with the ability to foster a strong team environment.
- Ability to read, interpret, apply and implement accounting standards or other regulatory guidance.

- Ability to provide complicated finance information in understandable terms, including presenting and identifying the benefits of the CAFR to department directors and city council.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**COMPENSATION & BENEFITS**

- **\$104,624 – \$134,160 DOQ**
- Medical coverage for employee and eligible dependents
- Vision & Dental coverage
- Deferred compensation
- Paid Time Off accrual based on years of service starting at 18 days per year
- Long-term disability
- Life Insurance
- Tacoma Employees' Retirement System (TERS)
- 12 holidays per year, includes two "floating holidays"



**Please Visit:**  
**[www.cityoftacoma.org](http://www.cityoftacoma.org)**

The City of Tacoma is an equal opportunity employer and values diversity at all levels of its workforce. All qualified candidates are strongly encouraged to apply by **September 29, 2019** (first review, open until filled). Applications, responses to the supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and responses to supplemental questions can be uploaded once you have logged in.



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