



Small Town. Real Life.
WASHINGTON

FINANCE DIRECTOR

\$107,833 - \$129,889

Plus Excellent Benefits

Apply by
October 20, 2019
(First Review, Open Until Filled)



WHY APPLY



Located 25 miles north-east of Seattle along SR203, the City of Duvall is surrounded by stunning vistas of the Snoqualmie Valley and the Cascade Mountains. The area offers outdoor adventures including hiking,

mountain and road biking, fishing, kayaking, skiing and golf. Duvall is a diverse and vital community that welcomes families to set down roots and enjoy small town living.

This is an excellent opportunity for an experienced finance professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with dedicated staff to achieve the City's goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity, this is the right position for you!

THE COMMUNITY

Situated in western Washington between Seattle and the foothills of the Cascade Mountains, the City of Duvall serves roughly 7,800 residents in a region that offers incredible sightseeing and endless outdoor recreation opportunities. The area boasts beautiful city, state and county parks, cycling, fishing, birdwatching, skiing, snow sports, and kayaking and other activities on the famous Snoqualmie River only minutes away. Stevens Pass, just 60 minutes east, provides a 1,125-acre winter sports area with 37 runs, terrain park & night skiing, plus summertime bike park.

Duvall is a family-friendly community with an abundance of trails, parks, and open space. The City's vibrant old Town overlooks the Snoqualmie River and offers something for everyone. New businesses and the entrepreneurial spirit are encouraged, providing residents unique local services and products. Residents gather year-round to enjoy the arts, music, and community events, celebrating Duvall's distinctive culture, all while embracing the natural beauty of the Snoqualmie Valley. Duvall is an evolving city that honors its rural and agricultural heritage, while remaining on the cutting edge of technology, innovation, and sustainability.



THE CITY

Situated between Monroe and Carnation in the Snoqualmie Valley, Duvall is in the northeast corner of King County. The City is fast becoming a favorite residential community for both commuters and for those who choose to conduct business in a small-town setting. Duvall operates under a Mayor / Council form of government with seven City Council members. Each is elected at large, directly by the citizens, to staggered four-year terms. The Mayor provides leadership to City's five departments in directing the many functions of city government and implements the policies and ordinances of the City Council. The City currently provides a full range of services, including police, utilities, public works, planning, building, finance and administration, and some of the nicest parks in the valley. The City currently has 45 employees and two bargaining units, and operations on a 2019/2020 biennial budget of \$48,321,399 including a General Fund of \$13,236,173. The 2019/2020 budget includes 23 funds including operations, utilities and special purpose funds.



THE DEPARTMENT & POSITION

The Finance Department is responsible for Accounts payable, Administering the budget, Asset accounting, Cash management, Debt management, Investments, Payroll, Utility Billing, and Budget & Financial Forecasting. The Finance Department carries out all financial transactions of the city and ensures legal and ethical compliance with those transactions and works cooperatively with other city departments in preparing the annual budget and financial forecasting. The department also prepares various required reports for state and county agencies, as well as several financial reports on a monthly and quarterly basis that are submitted to the mayor, council, and city administration team. The Finance Department operates with 3.75 FTE's.

Working under the direction of the Mayor and City Administrator, the Finance Director performs a variety of complex professional, managerial, and technical financial and accounting functions for the City. The Finance Director will also coordinate on assigned activities with other departments and outside agencies and provides highly responsible and complex support to the Mayor together with City Administration and department directors.



Other Responsibilities Include:

- Develops the City's operating and capital budgets under the direction of the Mayor and in partnership with the City Administrator and department directors.
- Monitors the fiscal status of the City, performs financial planning, makes recommendations regarding financial operations, and develops fiscal policies.
- Manages and supervises finance operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff. Oversees general ledger accounting, payroll, accounts payable, accounts receivable, utility billing, and other functions of the Finance Department.
- Coordinates and manages the activities of the Department in a manner that provides excellent customer service, adheres to City Council policy direction, and is consistent with the expectations of the Mayor.
- Monitors revenues and expenditures to ensure sound fiscal control as well as establishes and maintains internal control procedures to ensure that appropriate standards and procedures are maintained.
- Provides professional recommendations to City Council and makes presentations to Council, boards, commissions, civic groups, and the general public.
- Provides ongoing financial reporting to the administrative team, the Mayor, and City Council, as well as guidance and support to other City departments on financial and accounting issues.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

OPPORTUNITIES & CHALLENGES

Community Needs: Duvall is a bedroom community with a modest budget that makes it a challenge to fund all of the city's community needs. Our residents are predominately well educated and affluent with high standards for service.

Local and Regional Growth: Duvall, like many smaller communities, is experiencing the impact of local and regional growth. Duvall has a state highway that bisects the community that is carrying regional traffic through the City to county roads that lack capacity. This results in Duvall residents experiencing increased commute times.

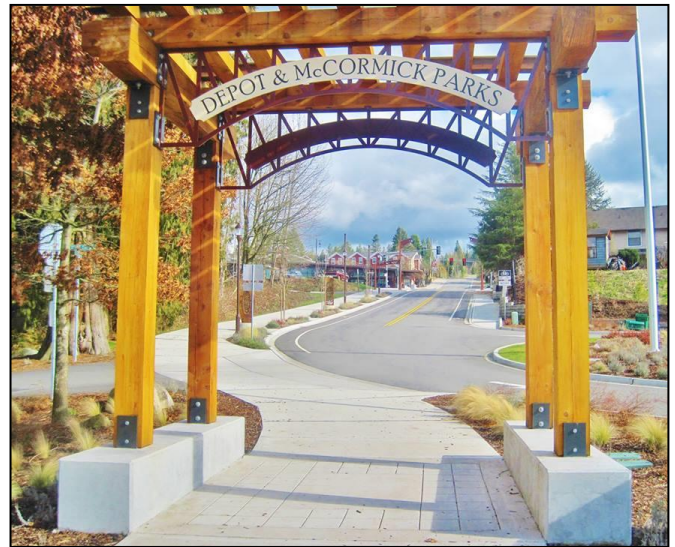
Biennial Budget: Duvall has transitioned to a biennial budget for the first time last year for the 2019-2020 cycle. The General Fund Budget for this biennium is \$13.2 million and our total biennial budget is \$48.5 million.

Turnover in the Finance Department: There is currently an interim Finance Director working three days a week. The other positions in the department have all recently turned over. The staff of the department have very little institutional knowledge and, in some cases, very little municipal finance experience. Accurate job descriptions and focused training are needed.

Absence of Good Operating Procedures: The City is in a growth curve that is impacting the organization. There is a need for updated operating procedures to include improvement of financial management support to the City Council and Departments.

Deficient Hardware and Software Systems: The City operates a financial system build on the Springbrook platform. This is an older municipal finance system used extensively in Oregon and Washington. The new Finance Director needs to have the ability to analyze the current system, how it is performing, and be able to quickly lead changes that will improve the availability and accuracy of financial management information.

Good Work Environment: There is some longevity among other City employees and Duvall is described by staff as a pleasant place to work. The City Council is engaged and smart and only need good financial tools and timely financial information to support their role.



Growing and Active Community: Looking at the city's current population and projected development including 800 homes in the next five years, Duvall is a great, growing, vibrant place for a strong leader.

Organizational Development: At the staffing level and in the support systems such as software, the Finance Department is ready for an in-depth review and plan for improvements.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in business administration, accounting, finance or a related field, and five years of experience in a progressively responsible finance environment is required. The ideal candidate will have experience with Springbrook, be a CPA, and have a valid Washington State driver's license by time of hire. The successful candidate must be bondable.



Necessary Knowledge, Skills & Abilities:

- Considerable knowledge of modern governmental accounting theory, principles, and practices; internal control procedures and management information systems; office automation and computerized financial applications; public finance and fiscal planning; payroll and accounts payable functions; budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.
- Knowledge of the principles and practices of municipal finance administration including budget preparation and sound cash management practices and principles.
- Ability to manage complex financial operations and monitor fiscal health.
- Knowledge of the principles of supervision and management, including participative management.
- Ability to supervise the work of department staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff, and processing grievances.
- Experience preparing and analyzing complex financial reports, and maintaining efficient and effective financial systems and procedures.
- Ability to analyze and interpret complex data as well as address and implement complex requirements and processes, and prepare financial projections.
- Ability to establish and maintain effective working relationships with staff, other City employees and departments, City officials, and the public.
- Skill in effective, clear and persuasive oral and written communications about the City's finances to individuals and groups.
- Ability to act as staff advisor to the City Council and the Mayor.
- Understanding of and ability to function within the City's political environment and sensitivities.
- Experience developing standard operating procedures and financial management policies. The Mayor and Council are interested in having strong financial policies in place to guide operations.

- Strong experience evaluating and implementing accounting systems, internal controls, and budget management tools is essential. The new Finance Director must be hardware and software savvy and have gone through financial system review and migration.
- Communications is an essential part of the position. The new Finance Director will be a coach to the department team, a resource and advisor to other department heads, and a reliable and trusted support for the Mayor and Council. Difficult financial concepts need to be communicated in a simple but accurate manner that the public will understand.

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

- **\$107,833 - \$129,889**
- Medical, Dental, and Vision Insurance
- 2 Weeks' Vacation
- 10 Paid Holidays, Plus 2 Personal Days
- 12 Sick Leave Days Per Year
- 96 Hours of Administrative Leave Per Year
- Public Employees Retirement System (PERS)
- Voluntary Deferred Compensation Plan
- Term Life and Accidental Death Insurance

Please visit:
www.duvallwa.gov



The City of Duvall is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 20, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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