

FINANCE DIRECTOR

\$109,252 - \$124,860

Plus Excellent Benefits

Apply by

April 18, 2021

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Situated in the heart of Skagit County's major economic and population centers, the City of Sedro-Woolley is located in the beautiful Skagit Valley. Surrounded by stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities you can find, Sedro-Woolley offers easy access to Interstate 5 and State Route 20, and Washington's famous North Cascades.

The City's next Finance Director has the opportunity of taking a creative approach in developing new forward-thinking processes and to work closely with both internal and external customers to establish the financial future of the City. As a highly valued member of the senior management team, the Finance Director position offers the right candidate an exciting chance to work with and mentor dedicated staff to achieve the City's goals, and to provide outstanding customer service. If you are looking for a rewarding career opportunity in a growing city with motivated and professional staff, this is the right position for you!

THE COMMUNITY

Rich in Washington history and officially incorporated on December 19, 1898, Sedro-Woolley was formed as the partnership of two small cities. With more than 100 years of hard work and technical innovation, Sedro-Woolley is now home to the best school district in the region, major employers like Janicki Industries, a leading aerospace manufacturing company, the developing Sedro-Woolley Innovation for Tomorrow (SWIFT) Center, Job Corps' first technical academy in the nation, a public hospital, vibrant downtown and room to grow.



Sedro-Woolley's appeal as a new kind of small city in the heart of a developing urban environment is accomplished by honoring tradition, uniting in diversity, and evolving for the future. This is evident in Sedro-Woolley's Key Organizational Goals which aim to: improve public areas including infrastructure and community facilities promoting economic development, expand public safety and enhance the overall community environment and opportunities for residents through programs, services, education, and recreation, and ensure the City's financial stability in order to continually meet these goals and provide basic services to the community. The City offers a desirable and affordable community in which to live, and a dynamic and expanding business sector that is an economic growth engine for Washington commerce.

Sedro-Woolley is perfectly positioned on the Skagit River, between Seattle and Vancouver, Canada, and is the gateway to the scenic North Cascades National Park as well as the Salish Sea. Sedro-Woolley is a city with excellent access to major thoroughfares including Interstate 5, State Route 20 and State Route 9, yet retains a rural character. Whether you are looking to locate a new business, grow a family or come for a visit, there is only one Sedro-Woolley.

THE CITY

Sedro-Woolley operates under the Mayor-Council form of government. The Mayor is elected by the citizens for a four-year term and serves as the chief executive officer of the municipality. The Mayor is responsible for carrying out the policies, which are set by the Council, and supervises the other executive and administrative officers in the performance of their official duties. The Council has the authority to set the municipality's policies and the Mayor is responsible for carrying out these policies. The City Supervisor is appointed by the Mayor and is the chief administrative officer for the City under the direction and authority of the Mayor and is responsible for the management and administration of all City functions and personnel.

The City currently provides a full range of services including Administration, Information Services (IT), Legal, Finance, Public Works, Planning and Economic Development, Police and Courts, Parks and Recreation. The City currently has approximately 105 full time employees and operates on an annual budget of \$44.67 million.

THE POSITION

Operating on a 2020 annual budget of \$761,000 with 6.5 FTEs, the Finance Department is responsible for accounts payable and bank reconciliation, cashier duties, maintaining the general ledger, payroll, grant accounting, ambulance billing, and utility billing. The Finance Department is also responsible for answering and directing incoming calls to the City of Sedro-Woolley, overseeing the annual audit, which is performed by the Office of the State Auditor, preparing the annual budget, and tracking fixed assets. The City of Sedro-Woolley is seeking an innovative, community-oriented servant leader to join the City's team as the next Finance Director. Operating as both an economic and technical expert, the Director is responsible for leading Finance personnel, providing administrative direction and coordination for the fiscal and administrative activities of the City including finance and budget administration, accounting, utility billing and collection, cash management, debt management, purchasing, and investment policy.

Working under the broad guidance of the City Supervisor, the Finance Director is responsible for the leadership and management of all financial operations of the City, including planning, organizing, and controlling financial resources and expenditure processes. Successful candidates will be those who can articulate complicated finance information in common sense terms to groups and individuals with various levels of financial understanding. This function is conducted in close coordination/collaboration with the senior leadership team. To be successful, candidates must possess a collaborative spirit and appreciate diversity in all aspects, with the ability to weave their tools within the City in an effort to maintain fiduciary responsibility.



OPPORTUNITIES & CHALLENGES

1. The City is making a concerted effort to enhance its long-range fiscal planning capability. The City recently incorporated the adoption of a biennial budget and is looking to further enhance its Capital Facilities Plan (CFP) process. To compliment this effort, the ideal candidate will be experienced in managing an organization-wide budget with many unique, complex funds and revenue streams. The ability to make accurate forecasts is crucial. While general financial experience is helpful, a proven track record in budget management and long-range financial planning is most important. Having a sense for leveraging technology and personnel who can support the department's needs will be helpful.
2. While the City is currently in a financial position to effectively deal with the Covid-19 pandemic while maintaining current priorities, the Finance Director will be required to maintain a collaborative style of fiscal oversight to insure sustainable fiscal resources for the future.
3. The continual development of a comprehensive set of financial management policies--budget, risk management, purchasing, debt management, capital financing, reserves, etc. will be an important component of the Finance Director's work plan. Having the ability to be fiscally persuasive in the presentation for the need of sound fiscal practices will be an asset for the new Director.

IDEAL CANDIDATE PROFILE

Education and Experience:

The ideal candidate will have at minimum a bachelor's degree in accounting, finance, business, or public administration. A master's degree in a related field and a Certification as a Public Accountant or Public Financial Officer is preferred. Candidates must have a minimum of five (5) years of progressively responsible fiscal experience within local government and three (3) years of supervision/management experience.

Any combination of education and experience that allows the candidate to perform the duties of the position may be considered. Candidates must be capable of being bonded and have a valid Washington driver's license and satisfactory driving record by time of hire, or the ability to obtain one within 6 months.

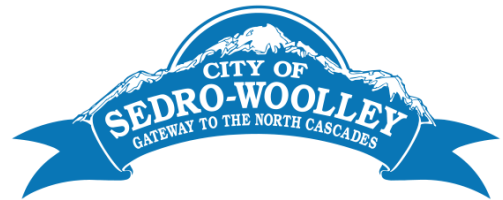
Necessary Knowledge, Skills & Abilities:

- The ideal candidate is expected to possess a thorough knowledge of the principles and practices of governmental accounting, budgetary control, auditing, financial standards, public administration theory and best practices.
- Other desired attributes include: Good interpersonal skills and habits. Ability to provide excellent customer service and interact tactfully, professionally, and courteously with residents and other members of the public, in addition to other City employees. Ability to maintain confidentiality and handle confidential issues with tact and discretion. Be collaborative and a consensus builder. Politically astute. Understand political implications while remaining apolitical.
- Must possess excellent verbal and written capabilities. Ability to confidently give presentations, write reports, business correspondence, and procedure manuals is a must. Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly to a variety of audiences.
- Ability to operate general office equipment including personal computers, calculators, copy machines, and cash collection terminals. Advanced Excel skills required. Computer literacy in Word. Working familiarity with ERP and other complex systems.
- Experience and ability in supervising, training, and motivating staff.
- Ability to analyze a variety of fiscal problems and make recommendations, and plan, organize, supervise, and evaluate the work of others.
- Ability to establish and maintain effective working relationships with employees, City officials, other departments, banking and investment officials, and the public.

- The ideal candidate will be forward thinking, have diverse financial experience, and continually strive to provide the best customer service possible.

COMPENSATION & BENEFITS

- **\$109,252 - \$124,860 DOQ**
- Robust Medical, Dental and Vision plans including spouse, domestic partner, and family coverage options.
- The availability of two deferred compensation plans in which to participate.
- Voluntary Employees Beneficiary Association Plan (VEBA).
- Supplemental Accident, Critical Illness and Hospital Aflac Plans.
- Employer paid Basic Life.
- Voluntary Life.
- Employer paid Employee Assistance Program.
- Retirement plan under the State of Washington Public Employee Retirement System (PERS).
- Vacation time based on years of service.
- Sick leave.
- 80 hours per year of Executive Leave.
- 12 Paid Holidays.
- Employer sponsored wellness program, including employee-based fitness classes.



**To learn more, please visit:
www.ci.sedro-woolley.wa.us**

The City of Sedro-Woolley is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 18, 2021**. (First review, open until filled), Applications and materials will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**" followed by "**Finance Director – City of Sedro-Woolley, WA**" and follow the directions provided, or click [here](#).



www.prothman.com

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