

**CITY OF SEDRO-WOOLLEY
JOB DESCRIPTION**

JOB TITLE: FINANCE DIRECTOR (CLERK-TREASURER)
DEPARTMENT: FINANCE
CLASSIFICATION: EXEMPT
UNION: NON-UNION

SUMMARY:

Plans, organizes, directs and controls activities of the Finance Department. Develops and implements policies, procedures and practices to accomplish the proper controls for conformance to City ordinances and State/Federal regulations and laws as they relate to the maintenance of City records and accounting of municipal funds.

SCOPE OF RESPONSIBILITY:

This is an appointive position by the Mayor involving highly responsible administrative and professional department head work. This position is supervised by the City Supervisor through consultation and review and adherence to Federal, State and local laws, policies and procedures. The responsibilities fall into three categories:

- (1) Financial, such as accounting, payroll, budgeting, billing, collecting, managing City funds and investments.
- (2) Administrative, such as custodian of records, minutes of Council meetings and issuing of various licenses.
- (3) Data processing, plans, organizes, directs and controls functions of data processing. Provides management with computer systems and reports as they relate to the Finance Department.

Supervision is exercised over a staff of accounting, data processing, and clerical personnel. Providing effective performance review, motivation and personnel action as necessary.

Responsible for applying thorough and extensive knowledge of modern accounting techniques and concepts, and of sound management and administrative principles and techniques.

EXAMPLES OF TYPICAL DUTIES:

Participate in formal and informal management planning and policy decision making sessions with the Mayor, City Supervisor and other department heads on matters involving financial, budgetary, personnel and other considerations. Determine and advise on significance and impact of management decisions to financial condition of the City.

Plan, develop, maintain and utilize accounting and data processing systems to maintain proper financial balance and insure that management policies are carried out efficiently and in accordance with statutes, rules and regulations. Maintain familiarity with new and ongoing accounting and data processing requirements in the City, as appropriate, to determine the needs and support services required for the benefit of the City as a whole.

Compile, plan, analyze and determine spending plans and budget requests of all departments. Report and make recommendations to the Mayor, City Supervisor and department heads for decisions and priority determinations. Provide information to the Mayor, City Supervisor and department heads regarding budget status.

Determine procedures and devise methods to assure maintenance of appropriate City records and financial records by all departments and monitor compliance in accordance with statutes, policies and regulations.

Serves as resource person on financial and budgetary matters to provide professional assistance to City departments.

Coordinate multiple funding sources necessary to finance different City operations in accordance with applicable State statutes and develop and identify alternate revenue sources as necessary.

Coordinate with the City Supervisor and other departments or consultants to provide support services regarding labor relations, personnel policies, employee benefits, liability insurance and related matters.

Supervise assigned staff as they carry out their respective tasks pertaining to the budget, finance, accounting, personnel and record keeping.

Participate in meetings, conferences, seminars and special assignments as required.

Responsible for the recording of minutes and the maintenance and disposition of Council records and files, including preparation of agendas.

Maintain official records and archives of the City including ordinances, resolutions, contracts, deeds, insurance and minutes of commissions and boards.

Responsible for receiving and processing formal petitions, referendums or recalls; examine and certify results.

Execute official City documents; maintain custody of the City Seal; administer and file Oaths.

Provide official notifications to the public regarding public hearings; receive and file claims and lawsuits against the City including accepting subpoenas.

Release official legal advertising for the City Council to local newspapers for publication.

Responsible for maintaining full and accurate records of membership and impending vacancies on all commissions, advisory committees, and similar agencies.

Performs other duties as required of the Department or as assigned.

QUALIFICATIONS:

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

Requires a B.A. or B.S. degree in accounting or related field or an equivalent combination of education and experience. CPA preferred.

Requires a minimum of ten years experience in municipal accounting with demonstrated supervisory experience.

Requires demonstrated knowledge of data processing systems as applied to municipal accounting. Requires a Washington State Driver's License.

Requires ability to plan, schedule and review the work performance of subordinates in a manner conducive to good performance and high morale.

Requires ability to establish and maintain effective working relationship with City officials, other employees and general public.

SPECIAL REQUIREMENTS:

Must be bondable.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software and e-mail and internet access; central financial computer; 10-key calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended to reflect general duties as necessary to describe the principal functions of this job, the

level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: January 26, 2001, updated April 4, 2018