



## **SUPPLEMENTAL QUESTIONS**

### **INITIAL EVALUATION**

**FOR**

### **Finance Director**

**March 2021**

**Completion of this questionnaire is part of the City's selection process in order to more accurately evaluate your application and qualifications for the position of Finance Director. Please provide typewritten answers as a separate attachment. Completed responses should be submitted with your application.**

- 1) The Finance Director works directly with the City Supervisor and other department heads. What are some strategies you have used in encouraging and maintaining collaboration, teamwork and effective communication with supervisors, peers and staff?
- 2) Please explain your experience in preparing a city budget. Include your experience in the following areas:
  - a. Estimating projected revenues;
  - b. Reviewing budget submittals from other departments;
  - c. Preparing narrative sections, budget messages and summary charts;
  - d. Identifying and prioritizing items and programs for budget cutbacks;
- 3) Describe your experience in the creation/development and financial management of an organization's capital improvement plan.
- 4) As a Director, you will be required to give presentations to the City Council and various civic committees. What attributes do you bring to your public presentations, and how do you prepare for them?
- 5) Describe your experience with preparation and review of audited financial statements.
- 6) What challenges do you foresee for the City of Sedro-Woolley?