



WASHINGTON

BUDGET & FINANCE DIRECTOR

\$96,288 - \$129,576

Plus Excellent Benefits

Apply by

July 25, 2021

(First Review, Open Until Filled)

PROTHMAN



KITTITAS COUNTY, WASHINGTON



Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County is home to

roughly 41,000 residents who enjoy limitless activity and recreation opportunities year-round. Kittitas County is made up of several cities and communities including Ellensburg, Easton, Kittitas, Ronald, Roslyn, Snoqualmie Pass, Cle Elum, South Cle Elum, Thorp, Vantage, Liberty, Suncadia, Teanaway, and Thrall.

Ellensburg, the largest city and county seat of Kittitas County is home to over 18,000 residents including 11,000 students who attend Central Washington University; home of the Wildcats. Ellensburg is well known for its friendly residents and rural lifestyle, along with summer music festivals, seasonal Farmer’s Markets and the yearly Ellensburg Fair and Rodeo. The area is also graced with miles of trails for biking, hiking, wildlife viewing, and horseback riding. The Yakima River hugs the southwestern border of Ellensburg and provides riverfront views from parks and golfing at the Ellensburg Golf and Country Club as well as fly fishing and guided fishing trips. With over 200 days of sunshine each year, Ellensburg allows for an abundance of activities regardless of the temperature.

Following the Yakima River roughly 30 minutes to the West, the smaller cities of Cle Elum and Easton have a closer proximity to the Wenatchee National Forest, offering a colder climate than the central Kittitas/Ellensburg area.



This allows for residents and visitors alike to enjoy more year-round recreational activities including numerous golf courses, lake and river sport fishing and boating, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.

Other local attractions including the Suncadia Resort, the Basalt Columns, Palisades to Palouse State Park, and Swiftwater Cellars Winery bring in thousands of tourists each year. Tourism continues to boost the economy year-round where residents and visitors can also enjoy unique antique and specialty shopping, and many exceptional restaurants throughout the whole County. Continuing west on Interstate-90 just an hour from Ellensburg, the Summit at Snoqualmie Pass provides more winter activities for avid alpine skiing and snowboarding, Nordic skiing, and winter tubing from four base areas and 21 chairlifts.

THE COUNTY

Kittitas County is governed by a three-member Board of Commissioners serving overlapping four-year terms, with each Commissioner representing one of three districts. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. The County operates from 25 departments on a 2021 budget of \$116,735,415 with 317 full-time employees, 12 part-time employees, 14 elected officials, and 68 temporary or seasonal employees.

THE DEPARTMENT

The Kittitas County Auditor's Office is dedicated to providing quality service to the public within each of their divisions: Elections, Recording, Vehicle Licensing, Voter Registration, and Finance. The office is led by the County Auditor who is elected to a four-year term by the citizens and operates on a 2021 budget of \$2 million with 12 FTEs and the elected Auditor. In 2018, the Auditor's Office was awarded the State Auditor's Stewardship Award.

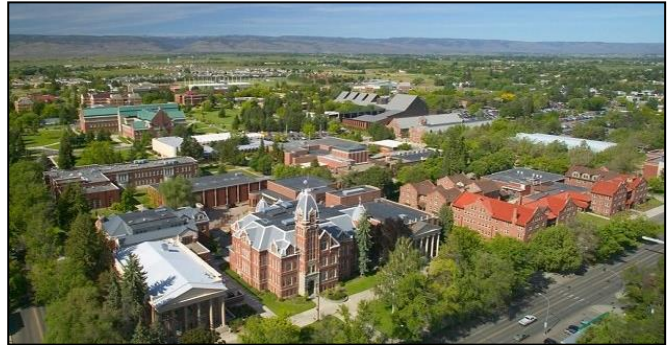
The Auditor's Office Finance Division is responsible for the financial operations of Kittitas County including budget, payroll, accounts payable, accounts receivable, grants, fixed assets, financial reporting and compliance, internal auditing and works closely with the State Auditor during annual fiscal and accountability audits and other audits for specific programs. The Auditor's Office is also responsible for paying the bills and assisting most of the special purpose districts in the County.

The Auditor is the ex-officio supervisor of all primary, general, and special elections for all state, county, city/town or school, hospital, fire, cemetery, water, sewer, port, park and recreation, and public utility districts. Documents recorded by the Auditor's Office include, but are not limited to, deeds, real estate, liens, marriage licenses, and other written instruments which are required by law to be filed in the County. The Auditor's Office is responsible for vehicle title changes, motor vehicle licenses and license fees, and watercraft titling and registration.

THE POSITION

Under the general direction of the Auditor, the Budget & Finance Director develops, performs, plans, organizes, manages, provides leadership, implements and oversees the financial activities and operation of the County including budget compliance, payroll, accounts payable and receivable, financial reporting, modified and full accrual accounting, grants management and the development and maintenance of an integrated and automated financial accounting system. Work is received with little or no technical instruction and requires the resolution of complex problems with considerable latitude for independent judgment to develop procedures, systems, and priorities within established guidelines.

The Budget & Finance Director must maintain courteous and cooperative working relationships with the County Auditor, Board of County Commissioners, all department heads and other elected officials, all County employees, other public agencies and the general public. To view a full job description for the position, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

- Producing the annual financial reports on time has been a problem. The reports require participation from multiple departments and require good relational skills.
- The county financial system is Cayenta and has been in place for many years. The system is enhanced with the reporting tool OpenGov, and the County also uses the additional timekeeping systems NOVAtime and Visual Lease. Additional county-wide training in these systems would improve the county's ability to support the budgeting and management needs of its customers.
- There are no Audit issues within the department and no audit and ethical issues currently of concern in the County. The Director is the lead contact with the State Auditor's Office and manages the county response to the State Financial and Performance Audits.
- There is a potential for a Lean Process review of the budget and finance function through a program in the State Auditor's Office. The focus is process efficiency and effectiveness.
- There is an interest in building a new County Administration Building in the future. The Budget and Finance Department would be a part of that team effort.
- Relationships and perception of duties and responsibilities among the Auditor, Treasurer and Board of Commissioners is a matter that can produce differences of opinion. In all matters, the Director is expected to be a positive voice and problem solver.

IDEAL CANDIDATE**Education & Experience:**

A bachelor's degree in accounting or related field, and five (5) years of administrative accounting experience in a public agency utilizing fund accounting, and/or in an accounting firm servicing public clients using fund accounting is required. Experience in the above areas may be substituted, year for year, for the education requirement. The ideal candidate will have five (5) or more years of supervisory experience.

Preferred qualifications include certification as a Certified Public Accountant (CPA) or a Certified Government Finance Manager (CGFM), thorough knowledge of the principles, practices, and methods of accounting as they relate to local government, (GAAP and BARS) including but not limited to Fund Accounting, activity-based costing, managerial accounting, and performance measurements, and understanding of laws, rules and regulations related to accounting and budgeting in government operations, and knowledge of Cost Principles including OMB Uniform Guidance. The selected candidate must have a valid Washington State Driver's License by time of hire, be bondable in the state of Washington, and must complete the IS-700 training from the Emergency Management Institute within one (1) year of employment.

Necessary Knowledge, Skills & Abilities:

The ideal candidate will have excellent accounting and financial management skills. This is a complex and politically sensitive role and requires a person with technical proficiency but also political moxie. The ability to solve problems effectively and with poise is a plus.

A passionate commitment to good internal and external customer service is essential. The Department is a major conduit of information and operates in an environment where real time information is necessary for all managers. As the department is responsible for the quality of financial management and performance, the Director must have the ability to say no when a financial action would be inappropriate. The ability to look beyond the no and find methods to perhaps get to the same goal is an essential soft skill. Experience working in the public sector such as a city, county or special district is a desirable. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$96,288 - \$129,576 DOQ**
- Health, Dental, and Vision Insurance
- VEBA Health Reimbursement Account
- Employee Assistance Program
- Optional Life Insurance, AD&D, Short-term and Long-term Disability
- Optional Group Home and Auto Insurance
- Washington PERS
- Optional 457 Deferred Compensation
- Vacation Leave (14 hours/month)
- Sick Leave (8 hours/month)
- 11 Paid Holidays
- Personal Holiday
- Bereavement Leave
- Jury Duty Leave
- Family and Medical Leave (FMLA)
- State Paid Family & Medical Leave (PFML)

Please visit:

www.co.kittitas.wa.us

Kittitas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 25, 2021** (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 "**Open Recruitments**", select "**Kittitas County, WA – Budget and Finance Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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