

**CITY OF MEDINA**

**CLASSIFICATION DESCRIPTION**

**POSITION:** Finance & HR Director

**DEPARTMENT:** Finance Department

**REPORTS TO:** City Manager

**FLSA STATUS:** Exempt

**GENERAL FUNCTION**

Perform, control, interpret and communicate the financial operation functions of the city and provide information and guidance to city staff, city council and residents of Medina regarding a variety of complex, professional, administrative, and technical accounting and finance functions required to maintain the fiscal records and systems of the City. Also carries out duties of human resources manager. Supervises one employee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES, FINANCE:**

Evaluate, develop, and recommend fiscal policy that will result in sound fiscal management. Analyze, interpret, and communicate financial operating results to provide information, guidance and support to City Manager, City Departments and City Council. Maintain all official accounting records in conformance with Cash Basis Accounting and Financial Reporting and Washington State Budgeting, Accounting & Reporting Systems (BARS).

Supervise and maintain the City's payroll operations to ensure the accuracy of employees' pay, deductions, and benefit payments.

Oversee the daily operations of the Financial, Payroll and Cash Management Systems and analyze and recommend process improvements.

Provide support to the City Manager and Department Directors in the preparation of the annual budget. Present the annual budget at Public Meetings and City Council study sessions. Prepare the City's Comprehensive Annual Financial Report (CAFR) and coordinate the Annual Audit.

Perform other duties and responsibilities as necessary.

**RESPONSIBILITY FOR PUBLIC CONTACT**

Ensure that Public interactions are conducted with courtesy, discretion, and sound judgment.

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list is intended to illustrate the various types of work that may be performed. The omission of specific responsibilities does not exclude them from the position if the work is related to the general function of the department.

1. Develops, adapts, or revises accounting systems and processes to better meet the needs of the Departments and City by applying acceptable accounting principles and methods.

2. Prepares financial reports according to cash basis accounting and BARS guidelines; prepares, maintains, verifies, and posts complex financial entries into Financial System in accordance with Washington State Budgeting, Accounting & Reporting guidelines.
3. Tracks revenue for Cash Receipts; prepares AR Invoices as needed; provides financial guidance on Cash Management processes; provides revenue reporting.
4. Reviews Accounts Payable Vendor Invoices and ensures invoices have budgeted funds available, department manager signature and clear business purpose; provides guidance on Accounts Payable processes; provides expenditure reporting.
5. Oversees & backs up Deputy Finance director who receives Monthly Timesheets and enters Employee Labor hours into Payroll System; manages benefit deductions; manages benefit and payroll reporting; manages benefit/deduction additions and changes.
6. Performs Month-End closing functions, including reviewing Journal Entries and creating Month End Financial Reporting.
7. Analyzes and interprets monthly financial reports and provides explanations and recommendations to management.
8. Coordinates, monitors and directs major accounting functions and activities such as fund accounting, grant accounting, investments, cash management, accounts payable, accounts receivable, capital fund accounting, budget development and payroll.
9. Responsible for research of accounting guidelines and implementation within departments.
10. Oversees State Government Quarterly filings and Annual Federal Form filings.
11. Researches financial impact of operational changes. Develops, recommends, and implements policies and procedures to accommodate new programs, state statutes, and federal requirements.
12. Participates in the ongoing development and maintenance of automated accounting systems
13. Oversees & backs up Deputy Finance director who maintains records of cash received; prepares monthly bank reconciliation and reconciles fund balances to cash.
14. Records Revenue and Expenditures to appropriate BARS accounts in accordance with State Auditor's Office and City guidelines; maintains BARS Chart of Accounts.
15. Prepares special projects involving research and financial tracking, using spreadsheets and financial reports as requested by the City Manager or City Council Finance Committee.
16. Manages annual budget preparation, annual report, and provides assistance to the state auditor during audit periods as required.

PRINCIPAL DUTIES:

1. Plan, organize and manage the daily operations of the City's Finance functions.

2. Oversee the accounting functions, including general ledger, cash management, purchasing, revenue assurance, accounts payable, payroll, benefits, financial reporting and State and Federal reporting requirements.
3. Work with the City Manager, City Council and management team in the preparation and management of the annual budget.
4. Active participant in capital project planning and grant compliance monitoring.
5. Manage and monitor the City's investments.
6. Monitor Fund Balances and work with City Manager and Department Directors to ensure adherence to Annual Adopted Budget. Submit Budget Amendments for adoption by City Council as appropriate.
7. Prepare monthly financial reports for presentation and approval by City Council.
8. Attend a *minimum* of 1 night meeting a month.
9. Act as liaison to the Finance Committee of the City Council.
10. Perform other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES, HUMAN RESOURCES:**

Administer benefits, wellness and deferred compensation programs. Serve as point of contact for and processes requests from LEOFF 1 members. Ensure benefit compliance with state and federal regulations, union agreements and city policies. Provide overview and benefits orientation to new employees, answer questions related to employee benefits, resolve benefit issues. Coordinate enrollment, changes, modification, or termination of employee benefits. Coordinate COBRA benefits coverage.

Administer Workers' Compensation and Leaves. Coordinate employee injuries and claims with Labor and Industries, manage, track and respond to unemployment insurance claims. Coordinate WCIA COMPACT training. Manage leaves of absence, including but not limited to FMLA, WFCA and WA Family Leave Act.

Involvement in employee relations and labor relations/contract administration. Provide guidance to managers, supervisors and employees on various human resources issues, such as career development, corrective actions, performance management, policy and procedures. Manage performance evaluation system in cooperation with city manager and department directors. Keep City Manager, department directors and staff informed of internal and external environmental changes as it relates to staffing, benefits, job market, etc. Create, review and revise employee handbook and policies for consistency with federal, state and city policies. Maintain knowledge on all union contract agreements and participate in labor negotiations and employee relations matters as led by City Manager.

Partner with department directors to provide recruitment and selection services.

**SKILLS, QUALIFICATIONS AND EXPERIENCE:**

- Be a strong, dynamic leader who can create and maintain a culture where teamwork and mutual problem solving are basic requirements for all employees.
- Be recognized as a strong team leader with a successful track record in providing innovative solutions to public finance challenges as well as can grow with a city in a supportive, fast-paced and changing environment.
- Excellent written and communication skills are essential.
- Encourage open communication based on an environment of trust and integrity.

- Ability to use financial models to develop and monitor the City Council's Strategic Goals.
- Human resources experience, preferably in a collective bargaining environment.

## **MINIMUM QUALIFICATIONS**

### *Education and Experience*

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, or a related field is required, with either a MBA or MPA preferred and at least five years of professional governmental finance experience, including two years in a supervisory role or any equivalent combination of education and experience. The ideal candidate will have strong knowledge of Cash-basis and Fund accounting, GASB 54 and the CAFR, and be committed to excellent customer service. He/She will have a proven track record of planning and coordinating internal staff and functions. Strong preference will also be given to candidates who possess a CPA and a high skill level in accounting software programs, including Vision Municipal Solutions.

### *Necessary Knowledge, Skills, and Abilities*

Thorough knowledge of regulations, policies, and procedures, principals and practices which apply to accounting and financing in municipal government.

Knowledge of Payroll applications and procedures & applicable laws.

Operation of a variety of computer applications including word processing, spreadsheet, and data processing, equipment and applications specific to municipal government.

Formulate, initiate and administer policies and procedures for effective fiscal control.

Maintain effective and respected work relationships with staff, elected officials, and the public.

Present and communicate ideas and concepts in public and in private; verbally and in writing.

Make independent judgments which have highly significant impacts on the organization.

Possess knowledge of laws, legal codes, government regulations and the democratic political process.

Analyze and interpret complex financial data; prepare financial reports and detailed accounting records.

Maintain accurate accounting records.

Apply accounting principles to municipal organizations in accordance with BARS requirements.

Maintain confidentiality of payroll and other records.

Organize, prioritize and perform work assignments independently;

Communicate effectively with elected officials, city staff, and the public using tact, discretion and courtesy.

**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, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, 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 only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

**Fair Labor Standards Act (FLSA):** Employees in this classification are exempt under the FLSA.

**Appointment and Removal Authority:** The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

**Approvals:**

Department Director \_\_\_\_\_ Date \_\_\_\_\_  
City Manager \_\_\_\_\_ Date \_\_\_\_\_