

JOB DESCRIPTION CITY OF MUKILTEO

Title: Finance Director	Date Prepared: 2023
Department: Finance	Job Classification: Non-represented
Reports to: Mayor	Salary Range: \$11,003 to 13,374/month
Supervises: Accounting Services Manager, IT Manager	FLSA Status: Exempt

General Description of the Position

Manages departmental operations to achieve goals within budgeted funds and available personnel; plans and organizes work loads and staff assignments, reviews progress, modifies priorities, and schedules to assure work is completed in an efficient and timely manner.

Essential Duties and Responsibilities:

- Assists with preparation of the City's annual budget for the Mayor who presents it to the City Council.
- Conducts performance evaluations and initiates disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters.
- Acts as the City's appointed City Treasurer.
- Manages the Accounting and Information Technology Divisions of the Finance Department
- Monitors budgeted expenditures and revenues to ensure compliance with legal requirements and prepares budget amendments as necessary.
- Manages preparation of the Annual Financial Statements and coordinates state audits.
- Prepares revenue forecasts and financial projections.
- Responsible for City cash flow.
- Prepares and issues monthly and quarterly financial reports.
- Responsible for prudent investment of City funds in accordance with adopted policies.
- Responsible for debt management.
- Reviews invoices and signs vouchers and warrants for payment.

Other Duties and Responsibilities:

- Performs others duties as assigned.

Essential Skills and Abilities:

Knowledge of:

- BARS GAAP Accounting requirements
- Fiscal management including budget preparation, expenditure control and record keeping.
- Management and supervisory principles, practices and methods.

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- Laws, ordinances, codes and regulations governing area of assignment.
- Computer applications, word processing, and spreadsheets.

Ability to:

- Plan, organize and oversee assigned work programs, monitoring work schedules and evaluating work performance.
- Develops departmental goals and objectives.
- Communicate effectively both orally and in writing to individuals and groups.
- Analyze and evaluate operations and determine corrective action.
- Establish and maintain effective working relationships.
- Exercise initiative and sound judgment.
- Utilize computer processing application programs including Word and Excel, and knowledge of general office equipment.
- Sit at a desk or workstation for extended periods of time.
- Pass the background check for this position.
- Physical ability to perform the essential job functions.

Physical Demands and Work Environment

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.

The employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Minimum Educational and Experience Qualifications:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience: Five years progressively responsible fiscal and general management experience including supervisory responsibility.

Education: Bachelor's degree in Finance, Accounting, Business, or related field. Master's Degree preferred.

License or Certificate:

State Treasurer's Certification

Bondable

Washington State Drivers License.

Revised

Amended by Ordinance No. 1164 on 7/2/07

09/2020