



CITY OF
MUKILTEO
WASHINGTON

FINANCE DIRECTOR

\$132,036 - \$160,488

Plus Excellent Benefits including a \$10,000 Hiring Bonus

Apply by

April 23, 2023

Applications Reviewed as Submitted. This Position is Open Until Filled.

PROTHMAN



THE COMMUNITY



Located 25 miles north of Seattle, Mukilteo is a scenic waterfront community situated on Puget Sound. Its population of nearly 21,000 residents enjoy panoramic views of the Olympic Mountains to the west and

the Cascade Range to the East, both of which can be seen from cross-Sound ferries departing for Whidbey Island from the newly rebuilt ferry terminal. Mukilteo is a Native American name that over time has become known as “a good camping ground.” Mukilteo is known for its local shopping areas, restaurants, financial institutions, low property taxes, award winning schools, and nearly 500 acres of parks and open spaces for recreational opportunities. Mukilteo is a wonderful place to live, work and play.

The community’s residents are extremely friendly, with a welcoming charm and have a great sense of pride, history, and traditional community involvement. Mukilteo has a wonderful blend of old and new, both in its business districts and its residential neighborhoods. Locals provide volunteer work in the Community Garden growing fresh vegetables for the food bank, play in the Community Orchestra, read Dr. Seuss books to elementary students, organize the annual Egg Hunt for area children, and help throw the biggest party of the year, the Mukilteo Lighthouse Festival. Hosted at the Lighthouse Park on Puget Sound, the popular festival brings in tens of thousands of visitors over three days.



Home to the historic 1906 Light Station, the Lighthouse Park offers many amenities including an accessible beach, picnic area, playground, and boat launch and visitors can tour the Lighthouse and even host special events. On Wednesdays from June through September, Lighthouse Park is home to the Mukilteo Farmer’s Market which draws both locals and visitors from several surrounding communities.

“Old Town” Mukilteo is located near the waterfront and still resembles the quaint fishing town it once was. The “mid-town” area of Mukilteo has many residences and offers an assortment of small businesses including restaurants, retail stores, professional offices, and hotels. The city is also a neighbor to the Boeing Company, Paine Field Regional Airport, and other major employers along a technology corridor that reaches from northern King County through Mukilteo. Mukilteo is also a regional transportation hub for the ferry, train, and bus systems.

THE CITY

Incorporated in 1947, the City of Mukilteo operates with a Mayor-Council form of government. The Mayor and seven City Council members elected to staggered four-year terms. The Mayor serves as the Chief Executive for the City while City Council provides legislative direction. The City Administrator oversees the City’s daily operations and implements policy direction established by the Mayor and City Council. The City of Mukilteo functions with seven departments which include Planning & Community Development, Fire, Police, Executive, Public Works, Finance, and Recreation and Cultural Services. The City also owns and operates a stormwater utility. The City has an annual budget of over \$40 million dollars and 137 FTEs.

THE DEPARTMENT & POSITION

The Finance Department provides financial and technology management information to all city departments, assembles the Budget, and prepares the Annual Financial Reports for the City. The Department operates with nine FTEs on a 2023 budget of over \$1.4 million dollars and is organized into two divisions: Finance and Accounting, and Information Technology (IT).

The Accounting Division fulfills all accounting and treasury functions, which include general accounting, accounts payable, accounts receivable, payroll, cash management, purchasing, auditing, investing, budgeting, and financial reporting. The Division also manages business licensing and issues some specialty licenses. Accounting Division staff consists of an Accounting Manager, Staff Accountant, Senior Department Assistant, Accounting Technician, and a Payroll Coordinator.

The IT Division manages all aspects of the City's technology infrastructure. Core components of this infrastructure include: firewalls, switches, routers, security/network appliances, servers, a VOIP telephone system, mobile technology devices, workstations and peripheral devices. The IT Division ensures a reliable and secure infrastructure that is responsible for ensuring data integrity, and provides archival, backup, business continuity, and disaster recovery of City data.



IT provides all internal technology support including server infrastructure, networking operations, help desk support, as well as device and software management. Division staff consists of an IT Manager, Network Engineer, and a Public Safety Network Engineer.



Under the direction of the City Administrator, the Finance Director manages departmental operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads 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 both the Accounting and IT 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 projects and is 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.

To view the full job description, please view the attachment found [here](#).

EDUCATION & EXPERIENCE

A Bachelor's degree in Finance, Accounting, Business, or a related field, and five years of progressively responsible fiscal and general management experience including supervisory responsibility is required. Candidates must be bondable, obtain State Treasurer's Certification, and be able to obtain a valid Washington State Driver's License by the time of hire.

Candidates that possess any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities required to perform the job requirements will be considered. Municipal experience is preferred.



COMPENSATION & BENEFITS

- **\$132,036 - \$160,488 DOQ**
- **\$10,000 Hiring Incentive**
- Medical, Dental and Orthodontia, and Vision Insurance for employees and dependents.
- Employee Assistance Program.
- Life Insurance, Long Term Disability Insurance, Wellness Program, Tuition Reimbursement, and other voluntary plans available.
- PERS Plan 2 or PERS Plan 3 State of Washington retirement.
- Paid Leave: Generous vacation and sick leave offerings. 54 hours annually of administrative leave, and 13 holidays (which includes two "floating holidays").
- 457 Deferred Compensation Plans.
- Flexible Spending Account for Healthcare and Dependent Care.
- Directors receive a monthly car allowance and City paid cell phone.



To learn more about the
City of Mukilteo, please visit:

www.mukilteowa.gov

The City of Mukilteo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 23, 2023** (*Applications Reviewed as Submitted. This Position is Open Until Filled*). Applications, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "City of Mukilteo, WA – Finance Director", and click "Apply Online", or click [here](#). Resumes and cover letters can be uploaded once you have logged in.



www.prothman.com

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