



The City of Burien is looking for its next:

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# Finance Director



**Apply now at [burienwa.gov/jobs](https://burienwa.gov/jobs)**

Interviews will be held September 9, 2024

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# Our Community

Burien is a young city built from homesteads around Lake Burien and a summer waterfront community on the Puget Sound. With six miles of shoreline and expansive mountain views, residents take pride in their neighborhoods, actively preserve the environment, and support protection of public spaces.

Burien is a diverse community. Individuals who identify as Latinx/Hispanic make up Burien’s largest ethnic group at nearly a quarter of the total population. Another 10 percent identify as Asian, and according to the Highline School District, more than 50 different languages are spoken in the homes of Burien area students.

Burien has been the birthplace of several iconic Puget Sound businesses. And more businesses are opening second or third locations in Burien, as hundreds of new residents move to the city each year. Our community supports a thriving maker culture—from chocolates to “Aussie” pies. Products made in Burien are being enjoyed throughout the Seattle region, and the world.

## Calling Burien Home

The Puget Sound Regional Council designated Burien as one of the 25 Regional Growth Centers that will experience focused urban growth in the decades ahead. Housing ranges from starter homes to high-end homes, condominiums and apartments of all sizes, including senior living. Walk Score lists Burien as one of the most walkable cities in Washington state. And NerdWallet listed Burien as one the top places to raise a family. The community offers a high quality of life where residents can access acres of public parks and trails, including playgrounds, mature forest, and a beach recently restored to its natural state.



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## Hub Location Offers Easy Connections

Residents and businesses love the convenience of Burien's hub location and great connections. You can drive north to Seattle in about 12 minutes, east to Sea-Tac Airport in five minutes, and south to Tacoma or east to Bellevue in 30 minutes. The Burien Transit Center offers public transit connections to across the region, including the Rapid Ride F bus line and the Rapid Ride H bus line. The central location combined with transit options means jobs and entertainment are convenient and easy to access. The Burien Community Shuttle (route 631) runs between the Burien Transit Center through the Gregory Heights and Seahurst neighborhoods to St. Anne Hospital.



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# Your opportunity

Burien is one of the fastest growing cities in Washington state. The community desires well-maintained public infrastructure that supports all users and reflects a commitment to protecting the natural environment.

The Finance Director leads, plans, organizes, and directs, the City's finance functions including financial operations, and the fiscal planning functions. The Finance Director also serves as the City's Chief Financial Officer. In this role, you will:

- Collaborate, in a service oriented approach, with senior leadership to support the operations of the City.
- Establish direction and leadership of the City's Finance Department.
- Assure compliance with state, federal, and local policies, procedures, rules and regulations.
- Perform short- and long-range planning activities.
- Perform fiscal analysis and modeling.
- Direct the City's accounting and reporting operations, including maintaining accounting systems, establishing and maintaining internal financial controls, preparing and directing required financial reports, and conducting internal audits.
- Direct the City's cash management functions including collecting, depositing, financing, investing and disbursing public funds controlled by the City.
- Direct the preparation of the biennial budget, six-year Capital Improvement Program budget, and other financial publications.
- Advise the City Manager and City Council; making presentations to boards, commissions, the City Council, and the public.
- Develop and administer departmental budget, including the forecasting of funds for staffing, equipment, materials, and supplies, and monitoring of expenses.
- Direct contract management systems; analyzing and evaluating contracts to ensure accurate and efficient purchasing and services

## **Education and/or Experience:**

Bachelor's degree in finance, accounting, public administration, business administration or related field, and seven years of increasingly responsible professional public sector experience in accounting, budgeting or fiscal management including five years in a supervisory capacity OR an equivalent combination of education and experience. Masters Degree preferred.

[Read full job description at burienwa.gov/jobs](http://burienwa.gov/jobs)

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# Our Team

The City of Burien has six departments and approximately 98 regular full-time staff. The city has contracts for prosecution, police, fire, and animal control services.



*All staff photo from 2023 staff appreciation event held at Burien Community Center.*

## Ideal Candidate

### **The ideal candidate will have advanced knowledge of:**

- Financial analysis and projection techniques and ability to perform financial analysis, projections and forecasts.
- City budgeting and annual reporting processes.
- Structure and operation of municipal government principles, practices, procedures and legal requirements.
- Principles of supervision, staff development, and performance metrics.

### **The ideal candidate will be able to:**

- Effectively lead the work of the department.
- Analyze complex financial statements and reports, perform cost and revenue analysis and make appropriate recommendations.
- Plan, organize, direct, and evaluate the City's overall financial operations, and fiscal planning functions.
- Thoroughly understand and function within a political environment.
- Engage in strategic thinking with the Leadership Team.
- Effectively represent the City in situations which are potentially adversarial or stressful.

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# Compensation

The salary range is **\$167,715** to **\$203,859**. The salary will depend on qualifications and experience. In recognition of the value its employees deliver to the community, the City of Burien offers an excellent benefit package that includes 5 days annually of management leave, 13 paid holidays, negotiated vacation accrual, 12 days sick leave annually, deferred compensation and retirement benefit options (PERS) through

the Washington State Retirement System and the International City/County Management Association Retirement Center (ICMA-RC).

The City participates in a public 401 (a) retirement plan in lieu of Social Security Administration (SSA) program, and employees do not earn Social Security credits.

## Application Process

The position is open until filled. The first review of applications will take place on Monday September 2, 2024. Applicants are encouraged to apply early. Interviews will be held September 9, 2024, with the selection occurring shortly thereafter.

Applicants should provide a cover letter, resume, and fill out an application at: **[burienwa.gov/jobs](http://burienwa.gov/jobs)**.

The City of Burien is an Equal Opportunity Employer and strongly values diversity.

