



City of Monroe (WA)
Finance Director

CLASS CODE	9001	SALARY	\$12,159.00 - \$15,714.00 Monthly \$145,908.00 - \$188,568.00 Annually
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Class Concept

The City is searching for our next Finance Director, a strategic and visionary leader who will oversee and manage all aspects of our financial operations. This key role involves driving fiscal policy, ensuring budgetary compliance, and spearheading financial planning to support the City's growth and sustainability. The ideal candidate will have a proven track record in public sector finance, exceptional analytical skills, and the ability to collaborate with various stakeholders to achieve our financial goals. Join us in this pivotal position and contribute to the economic health and prosperity of our community.

Job Responsibilities

- Responsible for general control and supervision over City budgeting, accounting, treasury, capital financing, and payroll. Monitors monthly expenditure reports assuring all funds are within budget.
- Provide Mayor and City Council monthly financial reports with appropriate analysis. Monitors revenues and expenditures for conformity and accuracy in reporting and budgeting in accordance with the Washington State BARS requirements.
- Under the Mayor's guidance, preparation of budget amendments and or adjustments as needed.
- Responsible for the City's Annual Financial Report in compliance with Washington State BARS, GASB, and all applicable laws and regulations of the state.
- Establish, implement and maintain the City's internal control structure.
- Direct and participate in review of all financial transactions including review of balance sheets and statements for monthly and annual reports to the City Council, Mayor, and City Administrator.
- Serve as the City's liaison with the State Auditor's Office.
- Assist department heads in preparation of preliminary requests by providing comprehensive budget analysis and direction to expedite an efficient and applicable budget. Assist the Mayor in compilation of estimated revenues for City Council review in preliminary budget.
- Serve as investment officer for the City in compliance with all Washington statutes governing the investment of public funds.
- Responsible for front-line City customer service staff.
- Facilitate financing for the City including but not limited to lease purchases, Revenue Bonds, LID Bonds and Councilmanic Bonds. Works with Bond Council and Underwriters to obtain the most cost effective rates in the best interest of public funds conforming to legal requirements of debt service for the City.
- Review, develop, and maintain policies and procedures for the City and the department.
- Responsible for the City's Fixed Assets assuring accountability of the records for each department of the City including lands and buildings.
- Responsible for the City's utility billing system, accountable for periodic review of rates. Provide annual update of revenue and expenditures including forecasting. Make recommendation for rate increases to the

City Council, Mayor, and City Administrator.

- Attendance at City Council meetings is required. Provide financial updated information as available.
- Maintain regular, reliable and punctual attendance.
- Perform other duties as directed.

Minimum Qualifications

- Seven or more years of progressively responsible experience in government accounting, with a minimum of three years management experience.
- Pass a credit report verification process in order to be bondable.
- Bachelor's degree in Business Administration or similar field.
- CPA certification desired, but not required.

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities will be considered.

Knowledge, Skills, and Abilities

- Knowledge of modern principles and practices of public finance and administration of ordinances and state laws governing financial management of the municipal government.
- Ability to analyze budget estimates, financial data, revenue forecasting and detect improper and unrealistic requests and estimate tax revenues within reasonable limits.
- Knowledge of investments and to meet cash flows with investment maturities.
- Ability to supervise and coordinate accounting, cashiering, purchasing and other related financial functions.
- Ability to supervise and train paraprofessional accounting and clerical personnel.
- Ability to work in a fast paced environment.
- Ability to develop, implement and maintain effective record keeping systems, procedures and policies.
- Ability to lead large projects from inception to completion with close attention to detail.
- Ability to establish and maintain working relationships at various levels.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- Ability to express oneself effectively in all avenues of communication.

Supervision Exercised

Provides direction to finance, utility billing, and customer service staff.