

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Finance Director

Dept.: Finance

FLSA Status: Exempt

Reports to: City Manager

Salary Range: 860

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

Leads, plans, organizes, and directs the City's financial operations, fiscal planning functions, and information systems administration. Serves as the City's Chief Financial Officer.

Essential Functions

- Supports and models the City's vision, values and behaviors of the organization.
- Collaborates, in a service oriented approach, with senior leadership to support the operations of the City.
- Establishes direction and leadership to the City's Finance Department.
- Develops and mentors staff.
- Assures compliance with state, federal, and local policies, procedures, rules and regulations.
- Performs short- and long-range planning activities.
- Performs fiscal analysis and modeling.
- Directs 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.
- Directs the City's cash management functions including collecting, depositing, financing, investing and disbursing public funds controlled by the City.
- Directs the preparation of the biennial budget, six-year Capital Improvement Program budget, and other financial publications.
- Researches, prepares, maintains and submits a variety of records and reports to the City Manager and City Council.
- Advises City Manager and City Council; makes presentations to boards, commissions, the City Council, and the public.
- Reviews proposed and enacted state and federal legislation for impact to the City.
- Communicates with other departments and a variety of outside organizations to coordinate financial activities, exchange information, and resolve issues or concerns.
- Represents the City at meetings with other agencies and the public.
- Develops and administers departmental budget, including the forecasting of funds for staffing, equipment, materials, and supplies, and monitoring of expenses.
- Performs related duties as assigned.

Secondary Functions

- Directs contract management systems; analyzing and evaluating contracts to ensure accurate and efficient purchasing and services.
- Monitors citywide performance measures for content and execution.
- Serves as a member of the City's emergency response team.

Job Scope

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent participates as a member of the City Leadership Team and is responsible for developing policies and objectives.

Supervisory Responsibility

Directly and indirectly supervises professional, technical, accounting and administrative support staff; recommends personnel actions; arranges and provides training and assistance; schedules staff; assigns and prioritizes work; reviews performance; approves, takes or recommends disciplinary actions; conducts staff meetings.

Interpersonal Contacts:

The Finance Director interacts extensively with the City Manager, Leadership Team, City staff, the public, appointed and elected officials, contractors, businesses, and other governmental agencies.

Specific Job Skills

Advanced knowledge of:

- Financial analysis and projection techniques and ability to perform financial analysis, projections and forecasts.
- Generally accepted accounting and auditing principles and laws, rules and regulations related to accounting.
- City budgeting and annual reporting processes.
- Structure and operation of municipal government principles, practices, procedures and legal requirements.
- Organizational, fiscal and supervisory practices and principles.
- Principles and practices of project management.
- Performance auditing as it relates to organizational excellence.

Ability to:

- Approach leadership with a service oriented style, engage with leaders, peers and staff with grace and respect in pursuit of the City's vision/mission.
- Effectively lead, plan, organize, assign and supervise 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.
- Plan, develop and maintain complex detailed administrative projects and programs.
- Thoroughly understand the City's political environment and sensitivities, and to function effectively within that environment.
- Establish and maintain successful, cooperative and effective working relationships with elected officials, the City Manager, department heads, supervisors, employees, the media and the general public.
- Accurately analyze complex situations and adopt an effective course of action.
- Communicate effectively in written and oral form to diverse audiences.
- Exercise discretion in work, including confidential matters.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exercise flexibility.

- Attend night meetings.

Mental Activities

Position requires continuous interpersonal skills, teamwork, creativity, train/supervise, use of discretion, independent judgment and/or action and the ability to read, write, speak, and understand English; frequent decision making, problem analysis, mentoring, performance of basic and advanced math; occasional presentations/teaching and negotiation; and rare customer service.

Physical Activities

Position requires continuous feeling and hearing; frequent sitting, fingering, and talking; occasional walking and repetitive motions of hands and wrists; and rare standing, stooping, reaching, kneeling, handling, bending, and repetitive motions of feet. Position requires the ability to push, pull, lift, and carry ten pounds.

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.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions

Work is performed primarily in an office setting. Noise level is moderate. Occasional attendance at evening meetings and driving to conduct work is required.

Adopted May 30, 2018