

# City of Yelm, Washington

The City of Yelm is seeking a professional and talented individual to serve as **Finance Director** in the Finance Department.  
Annual Salary \$67,800 to \$80,976

## THE POSITION

The Finance Director is a department head position created within the City to plan, organize and coordinate the budgeting and financial planning for the City and day-to-day operations of the Finance Department.

## THE CANDIDATE

The City is seeking an individual who is approachable with the ability to communicate effectively. The candidate will fit in well with the Administrative Services Department, a team that works closely together, and shares a common vision.

## EXPERIENCE & EDUCATION

Candidates should have a four year degree from an accredited college or technical school, in accounting, finance, economics, business administration or closely related field and extensive experience in a financial field; five or more years of professional related experience (preferably in the public sector) in areas of accounting, budgeting, tax administration, information systems, cash/financial management; and/or several years experience in the administration of business or government financial systems and significant supervisory responsibility for professional, paraprofessional and support staff. Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

## COMPENSATION

- **\$67,800 to \$80,976**
- 12 days of paid vacation per year (starting)
- 12 days paid sick leave per year
- 11 days paid holidays per year
- Medical, dental, and vision coverage through the Association of Washington Cities (Regence Blue-Shield)
- Participation in the Washington State retirement system (PERS)
- Deferred compensation plans available
- Employee assistance program

## THE CITY OF YELM

Yelm is a progressive community located in Thurston County at the south end of Puget Sound approximately 60 miles south of Seattle, centrally located in western Washington. Yelm has been the fastest growing community in Thurston County for over 10 years, with a population of 5,150 and a service area of slightly under 100,000 people.

Yelm has a Mayor/Council form of government with the elected Mayor serving as Chief Executive Officer and seven elected Council members who serve as the legislative authority. Day to day operations are managed by a City Administrator under the authority of the Mayor.

## THE FINANCE DEPARTMENT

This department provides financial support to the Mayor and Yelm City Council, other City departments and Yelm residents. The Finance Department provides the City with a full range of financial and accounting services and is responsible for the fiscal activities of the City. Budget preparation and administration, revenue forecasting and financial planning, debt management, and preparation of financial reports to citizens, elected officials, and federal and state agencies are some of the services provided.

## THE YELM COMMUNITY AND NEARBY COMMUNITY

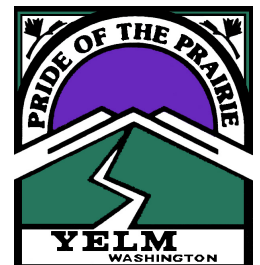
- Unlimited recreational opportunities; hiking, skiing in nearby mountains, camping, sightseeing, biking and boating
- Golf on championship courses
- State and local parks; wildlife refuges
- Art & cultural events with parades, music and dancing
- State and local museums
- Local farmers market
- Two major shopping malls
- Numerous international cuisine restaurants
- Best view of Mt. Rainier in Western Washington

## City of Yelm

105 Yelm Avenue  
Yelm, WA 98597  
www.ci.yelm.wa.us  
360.458.4348 FAX  
For application packet:  
janines@ci.yelm.wa.us, or  
360-458-8402.

**Finance Director**  
**\$67,800 to \$80,976**

*Open until filled.*





# City of Yelm

*Administrative and Financial Services*  
105 Yelm Avenue West  
Yelm, WA 98597

## **FINANCE DIRECTOR**

FLSA Status: Exempt  
Reports to: City Administrator  
Positions Supervised: Senior Accounting Clerk  
Salary Range: \$67,800 – 80,976 (2009 Salary Rate)

### NATURE OF WORK

Plan, organize and coordinate the budgeting and financial planning for the City and day-to-day financial operations of the Finance Department. Coordinate and supervise the work of staff members, and project leaders and act as technical advisor on studies, projects, and problems. Anticipate and plan future work programs, determine nature and scope of projects, and make staff assignments. Develop and oversee the administration of policies, procedures and work products in accordance with applicable federal, state and local laws, policies and procedures and generally accepted accounting principles. Formulate and communicate goals and policies to subordinates, superiors, and others throughout the City organization. Primary responsibility for ensuring a high degree of accuracy and quality in all financial documents and in developing systems to efficiently and accurately record and report the City's financial status to the Mayor, City Administrator, Department Heads and Councilmembers who rely on this material to make decisions. Establish and maintain effective working relationships with all levels of staff, public officials, auditors, agency representatives and the general public. High degree of sensitivity to the needs of others and the ability to communicate technical issues in a clear and understandable manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carry out the functional and operational responsibilities of the department in accordance with sound accounting and financial management principles. Evaluate the effectiveness of department policies and procedures and recommend and implement needed changes. Communicate department philosophy, goals, and objectives to subordinate staff.
- Establish and oversee financial functions within the department including accounts payable, accounts receivable, job costing, fixed assets, purchasing, payroll, budgeting, grant and project accounting, business, gambling, and utility taxes and others as assigned in compliance with state, federal and local policies, procedures, rules and regulations and City needs.
- Prepares leave/pay projections for injured employees
- Coordinates corrections and records for salary/benefits under/over situations
- Receive and consolidate financial reports from the Administrative Services Department into month-end and year-end reports including: Utility Billing, Receipting, Deposits, Licensing and Business and Occupation, Gambling and Utility tax. Coordinate with Admin Dept Head for specific product needs. Provide monthly reports to Council at month-end closing.

- Provide financial information and resolution of problems with user departments. Communicate with all City departments and a variety of outside organizations to coordinate financial activities, exchange information, and resolve issues or concerns. Make presentations to community groups explaining city financial operations and issues.
- Ensure the accuracy of financial documents in accordance with federal, state and local laws, and generally accepted accounting principles. Serve as the designated signatory for a variety of documents requiring the Finance Department's approval.
- Evaluate the effectiveness and usability of current financial systems, practices, and payment options; coordinate responses regarding financial information to user departments. Work with staff to design educational sessions to train staff and clients for the use and proper interpretation of financial system products and/or services.
- Develop and manage the City's Operating Budget, Capital Investment Program Plan and Comprehensive Financial Annual Report. Responsible for the collection, compilation, editing and publishing of official City financial documents. Ensure quality of each document for accuracy and readability.
- Monitor the financial status of the Operating Budget and Capital Investment Program to ensure that these plans are not encountering financial difficulties. Identify, investigate and report on deviations from financial plans.
- Manage the research, analysis, and data gathering for financial policy issues including utility rate studies or other issues identified by the City Administrator, City Council or other department directors. Oversee the preparation of reports summarizing findings and recommendations.
- Serve as staff lead to the City's Finance Committee comprised of the Mayor, City Council representatives, City Administrator and other department heads.
- Attend and participate in City Council meetings and Study Sessions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of local finance.

## KNOWLEDGE, ABILITIES, SKILLS

- Manage and direct the operations, services and activities of a comprehensive finance program.
- Possess a successful track record in providing innovative solutions to public finance challenges and be able to grow with the city in a supportive, fast-paced and changing environment.
- Principles and practices of accounting, financial planning and financial management.
- Principles and practices of program development and administration.
- Principles, practices and theory of modern government accounting.

- Principles and practices of local budget preparation and administration and the ability to prepare and administer large and complex budgets.
- Financial management information systems and applicable computer software applications.
- Research, analyze and evaluate new service delivery methods and techniques.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Analyze complex financial reports, and prepare clear and concise administrative and financial reports.
- Evaluate enterprise fund rate structures and establish a reserve policy.
- Ability to interpret and apply pertinent federal, state and local laws, codes and regulations.
- Maintain efficient and effective financial systems, internal financial controls and procedures.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Develop and administer departmental goals, objectives and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Direct and coordinate functions of the City's computerized financial management information systems including the budget, accounting and reporting systems, payroll, accounts payable and receivable, and business licensing and taxation.
- Ability to make prompt decisions on complex matters and make evaluations concerning day to day operations.
- Ability to set objectives, delegate authority and responsibility, and prioritize workflow in such a way that the overall mission and/or goals of the City/Department are met.
- Serve as chief financial advisor to the Mayor and City Administrator.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to plan, organize, supervise, and review the work of subordinate employees/supervisors.
- Skills and abilities in written and oral communication sufficient to handle sensitive projects and problems, develop strong working relationships with divergent groups and communicate technical and philosophical concepts to lay persons.

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in Accounting, Finance, Economics, Business Administration or closely related field and extensive experience in a financial field such as accounting, banking and investment, budgeting, financial forecasting or capital planning.

Five or more years of professional related experience (preferably in the public sector) in areas of accounting, budgeting, tax administration, purchasing, information systems, cash management or financial management as applicable to the specific position being applied for. Several years experience in the administration of business or government financial systems and significant supervisory responsibility for professional, paraprofessional and support staff.

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Must be bondable

Washington State Driver's License and acceptable driving record.

## TOOLS AND EQUIPMENT USED

Personal computer, spreadsheet, word processing, data base and presentation software, central financial computer system; telephone; 10-key calculator; typewriter; copy/facsimile machines.

## WORKING CONDITIONS

Environment: Office environment

Mobility: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. The employee may be required to push, pull, lift and/or carry up to 20 pounds.

Vision: Visual acuity to read numerical figures and computer screens and the ability to adjust focus.

Noise Level: Moderately quiet

Other Factors: Required to work extended hours including evenings and weekends. Maybe required to travel outside City boundaries to attend meetings.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying this position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.