



Administrative and Financial Services Manager

City of Kenmore

SUMMARY

This position reports to the finance and administration director and under general supervision, plans, coordinates, implements and monitors financial, technical, organizational, and administrative activities to support the functions of the finance department and management staff. Assures compliance with State and Federal regulations and with City policies and procedures. Because of the small number of city employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, manages, and directs the daily activities of the Accounting Technician, assigns workload; plans, prioritizes, and assigns tasks and projects; trains and coaches; monitors work methods, develops skills and evaluates performance.
- Monitors operations and procedures and submits recommendations for improving work group functions and processes; clarifies and reconciles issues relating to policies and procedures.
- Facilitates department Director's workflow; applies judgment to setting priorities, resolving problems, analyzing data, and making work process decisions; assures that action items are properly processed, managed, and resolved.
- Produces policy papers, reports, policies and procedures, ordinances, and resolutions. Gives public presentations. Composes and edits correspondence, and other documents on a wide variety of subjects requiring knowledge of City procedures and policies; updates and tracks a variety of electronic and paper files, records, reports, and related documents.
- Manages, coordinates and reviews processing of accounts payable and payroll.
- Performs City-wide Budget planning and development, financial forecasting, personnel administration, and staff supervision, and other financial functions. May assist and/or manage the risk management functions.
- Conducts Personnel compensation and benefits systems management, including the biannual salary study and updating the salary plan. Administers contracts with benefit and retirement plan providers and serves on the Investment Advisory Committee.
- Maintains/updates Personnel and Administrative Policies.
- Onboarding and Offboarding new and terminating employees.
- Performs employment verification requests.

- Performs Leave Policy administration.
- Manages the year-end employee open enrollment and calculates new rates.
- Notification and tracking of annual performance evaluations.
- Monitor and maintain Personnel and Medical files and provide payroll requests and confidential information to Management as required.
- Enters new employee information and employee change forms to benefit vendor websites.
- Coordinates preparation of the biennial Department budget with the Department Director; monitors and reports on budget activities; tracks payments and expenditures.
- Conducts and coordinates assigned projects; provides technical support; identifies and resolves problems; prioritizes tasks and develops schedules in-order to meet critical deadlines.
- Answers questions and resolves issues where judgment, knowledge and interpretation of Department policies, procedures and regulations are necessary; responds independently to inquiries when appropriate.
- Maintains file integrity and confidentiality by monitoring records and assuring compliance with City policies and procedures; assures the accuracy of the electronic and paper filing systems.
- Supports the relationship between the City of Kenmore and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces confidentiality of work-related issues, client records and City information. Monitors staff compliance with security procedures and privacy laws, policies, and guidelines.
- Ensures and maintains accurate, up-to-date documentation and proper fiscal audit trails.
- Assists in conducting job applicant interviews and makes recommendations on hiring, position allocations, etc. as requested.
- Work with Finance employees to coordinate the department's financial processes.
- Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodology and associated schedules.

QUALIFICATIONS

Knowledge & Skills:

- Requires professional knowledge of the theory, principles, and procedures of accounting, auditing and financial management for governmental agencies.
- Requires knowledge of development of internal controls.
- Requires knowledge of the City's accounting data entry and storage systems.
- Requires math skills to perform an array of business and statistical calculations.
- Requires well-developed skill with personal computer software sufficient to design and use spreadsheets.
- Requires a working knowledge of information technology principles and practices.
- Requires knowledge of City organization, operations, policies, and procedures.
- Requires knowledge of State Budgeting Accounting & Reporting System (BARS) for public sector financial management.
- Requires knowledge of City administration processes and procedures, including accounting, budgeting and personnel rules and Human Resource practices and principles.
- Requires knowledge of customer service standards and protocols as well as ability and willingness to maintain confidentiality in confidential matters.

- Requires knowledge of principles of record keeping-records retention, records management, and file maintenance.
- Requires knowledge of local community resources and regional community issues.
- Requires the ability to prioritize tasks, manage workflow and assigned staff while working on multiple projects and meeting deadlines.

Abilities:

- Requires the ability to carry out all aspects of the position.
- Requires the ability to conduct complex analyses of accounting systems, financial reports, and provide support for the Finance and Administration Director.
- Must be able to gather and analyze data and make recommendations.
- Must be able to work with new hires and current staff for onboarding, benefits, and payroll support.
- Must be able to work with benefit and retirement vendors to administer contracts and provide information.
- Must be able to perform salary and benefit studies and update the salary plan.
- Must be able to maintain Personnel files.
- Must be able to update Personnel and Administrative policies.
- Must be able to think critically and creatively.
- Requires the ability to supervise, train, evaluate and motivate staff in a way that optimizes service.
- Requires the ability to plan, organize and prioritize complex and technical work processes.
- Requires the ability to work cooperatively with residents and other customers.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Requires the ability to function primarily indoors in an office environment.
- Requires sufficient ambulatory ability to move about to office and remote locations.
- Requires auditory ability to carry on large audience, ordinary, and telephonic conversation.
- Requires near visual acuity to read printed material, computer screens, and observe physical settings.
- Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.
- Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform work.
- Requires driving ability in-order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires an associate degree in accounting, finance, or business administration, AND three years of directly related experience in financial and accounting systems and personnel and benefits management for a public agency OR an equivalent combination of education, training, and experience.

Licenses and Certificates

- A valid Washington State driver's license with a driving record acceptable to the City's insurance carrier is required.

ADDITIONAL INFORMATION

- Work is performed indoors in an office environment. The position is FLSA exempt and often requires work in excess of 40 hours per week. Attendance at night or weekend meetings may occasionally be required.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Finance and Administration

FLSA: Exempt

City of Kenmore

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