



# Finance & Administration Director

City of Kenmore

## SUMMARY

This position reports to the City Manager and plans, organizes, directs, and coordinates the financial and administrative services of the organization. Manages financial services including treasury, public financing, liability and debt management, accounting operations, budget preparation and compliance, financial reporting, and information technology. Directs City Clerk services. Serves as a member of the executive leadership team and provides advice and counsel on Citywide issues. 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

- Establishes annual departmental goals, objectives, and priorities. Directs, trains, and supervises the performance of direct reports, ensuring adequate levels of service to internal and external customers.
- Assures protection of assets by developing and directing administration of internal accounting policies, controls, and procedures for accounting operations that include but are not limited to, revenues and reimbursements, expense, accounts receivable, contracts, and accounts payable, payroll, employee benefits administration, investments, and special funds.
- Prepares the budget development calendar and instructions. Projects revenues and expenditures. Prepares preliminary and final budget summaries for general and special funds. Prepares the full preliminary budget for City Council deliberation and consideration. Publishes and disseminates the adopted budget in final form.
- Manages and leads performance measures and workload indicators programs for the organization and as a part of the budget. Leads the processes for and produces performance/priority-based budgets.
- Presents recommendations for annual property tax levy.
- Maintains and updates six-year financial forecast for operating and capital funds.
- Facilitates updates and adoption of six-year Capital Improvement Plan for transportation, parks, surface water, and facilities.
- Maintains and updates the internal cost allocation program for purposes of distributing direct and indirect overhead to operating funds.
- Develops systems and implements financial controls for financial systems and budgets.
- Directs and prepares periodic reports that compare performance with plans, budgets, and standards. Prepares and presents a monthly financial report for the city manager and City Council to receive and file. Interprets financial and statistical results. Provides sites and departments with periodic financial management information reports, highlighting variances from plan.
- Approves cash disbursements for payment of expenditures of accounts payable, debt, and payroll in accordance with disbursement and accounting policies.
- Directs and participates in the closing of financial records to prepare trial balance financial summary statements. Prepares final financial statements and performance reports for City and assigned external agencies and special funds.

- Continually reviews accounting systems for appropriate information, accuracy, and controls. Assures that accounting systems comply with appropriate regulations.
- Directs and performs the City's public financing, investment, and cash management programs. Proposes capital financing and investment guidelines and alternatives. Ensures compliance of financing and investment activities with policy requirements.
- Coordinates and responds to the annual audit with the State Auditor's Office.
- Directs a program for centralized review and analysis of insurance, purchases, and contracts- for-service, and leases for adequacy and to reduce the financial risk of on-going operations, reduce costs, and minimize loss exposure.
- Researches, develops, and implements City-wide policies, language, provisions, and procedural controls governing contracts for goods and services. Develops internal procedures for monitoring contractual performance.
- Delivers public speeches and presentations. Frequently attends and presents at City Council meetings and other evening meetings. Writes agenda bills, ordinances, resolutions, and other documents for public meetings. Reviews all agenda bills for fiscal considerations and comprehension.
- Provides management and oversight for administration of the City's computer network, hardware, and software systems. Develops and implements an information technology strategy for the City.
- Reviews and supports the Court, police services, prosecutor, and public defender contracts for the City.
- Supervises the City Clerk function as well as the Payroll and Accounting Specialist and the Accountant.
- Represents the City at local and regional meetings.
- Performs other duties as assigned that support the overall objective of the position and the needs of the organization.

## QUALIFICATIONS

### Knowledge & Skills:

- Advanced specialized professional knowledge of the theory, principles, and procedures of accounting, auditing, and financial management for governmental agencies.
- In-depth knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal controls. Requires professional knowledge of the principles and techniques used in public financing, investing, financial analysis, and research.
- In-depth knowledge of accounting data entry and storage systems.
- In-depth knowledge of the external audit process.
- Considerable knowledge of the laws and regulations governing financial transactions.
- Working knowledge of insurance and insurability including risk-and-return analysis.
- Working knowledge of centralized purchasing and material management functions.
- Math skills to perform an array of business and statistical calculations. Requires well-developed skill with personal computer software sufficient to design and use spreadsheet and database models.
- Working knowledge of information technology principles and practices.
- Well-developed language and writing skills to prepare business plans and complex reports seen by the public.
- Public speaking skills.
- Sufficient interpersonal skills to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

**Abilities:**

- Carry out all aspects of the position.
- Conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, investments, and on-going operations.
- Must be able to convert financial information and outcomes into reports of findings and condition.
- Must be able to gather and analyze data and develop conclusions and recommendations.
- Must be able to develop projections using historical data and inferential methods.
- Must be able to think critically and creatively.
- Supervise, train, evaluate, and motivate staff in a way that optimizes service.
- Plan, organize, and prioritize complex and technical work processes in order to meet schedules and timelines.
- Manage a range of administrative functions, including human resources and information technology.
- Work as a 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.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

**Education and Experience:**

- The position typically requires a bachelor's degree in accounting, finance, business or related field and
- Eight years' experience in in financial and accounting systems and operations, treasury, financial reporting, and audit
- Including three years in a management capacity
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

**Licenses and Certificates**

- May require a valid driver's license.
- Active CPA certificate

**ADDITIONAL INFORMATION**

- Work Environment – Work performed will primarily take place indoors in an office environment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. Add the following information as applicable to the position: [This position is eligible for a partial teleworking arrangement]. [This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary].

*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**

**FLSA: Exempt**

City of Kenmore

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