

## **CITY OF QUINCY**

### **Finance Director**

**DEPARTMENT:** FINANCE  
**REPORTS TO:** MAYOR / CITY ADMINISTRATOR  
**STATUS:** FULL-TIME, FLSA EXEMPT

#### **Position Overview**

This position, in accordance with RCW 35A.42.010, is responsible for performing a variety of professional, supervisory and technical accounting and finance functions in maintaining the fiscal records and systems of the City. This position is responsible for developing and monitoring the City's operating and capital budgets under the direction of the Mayor and/or City Administrator. This position is the City treasurer and is also responsible for the oversight of all financial operations, including but not limited to: accounts payable, accounts receivable, payroll, cash and investment management, financial reporting, asset inventory, and other related work as required under the direction of City Mayor and/or City Administrator. This position must perform and/or oversee such operations with minimal supervision and a significant amount of responsibility and accountability. Work must be executed in a timely manner with professionalism, confidentiality and independent judgment. This position requires knowledge of procedures, practices and terminology utilized within City departments. This position is non-union and exempt under the Fair Labor Standards Act.

#### **Essential Duties and Area(s) of Responsibilities**

The duties and responsibilities listed below are intended only as examples of the various types of functions that may be performed. The omission of specific duties and responsibilities does not exclude them from the position if work is similar, related or a reasonable assignment of the position. In addition, employee may perform such duties and/or delegate to appropriate personnel.

- Manages and supervises finance operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Manages and coordinates the activities of the Department in a manner that provides excellent customer service, adheres to City Council policy direction, and is consistent with the expectations of the Mayor and/or City Administrator.
- Responds to public inquiries in a courteous manner and within the scope of knowledge to provide information and/or assistance, refers to City staff when appropriate.
- Oversees utility billing, accounts payable and receivables, business licensing and payroll systems.

- Trains and develops financial staff; issues written and oral instructions; assigns duties and responsibilities to appropriate staff; and examines work for exactness, neatness and conformance to policies and procedures.
- Maintains coordination among staff and resolves grievances; performs and/or assists subordinates in performing duties; adjusts errors and complaints.
- Provides training, backup support and assistance to departmental administrative support staff.
- Supervises the collection of fees, taxes and other receipts in accordance with laws and regulations.
- Ensures compliance with local, state and federal laws, codes and ordinances within area(s) of responsibility.
- Monitors all financial activities to ensure accuracy, appropriateness and legality; determines work procedures, prepares work schedules and expedites work flow; and analyzes and regulates procedures to improve efficiency and effectiveness of operations.
- Maintains a well-organized accounting system in accordance with applicable laws and regulations, which provides accounting and financial services for the City, including but not limited to: accounts payable processing, accounts receivable billing and processing, payroll, revenue collection, and disbursements for all City funds and accounts.
- Oversees the computerized financial and management information system(s) of the City, as well as the posting reconciliation of ledgers and accounts.
- Verifies assigned area(s) of responsibility are performed within budget; performs cost control activities to maintain internal control procedures to ensure appropriate standards and systems are sustained; monitors City revenues and expenditures to ensure sound fiscal control; prepares annual and/or periodic budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time; assists in budget preparation and execution; produces both current and long-term financial forecast(s) to evaluate the result(s) of current decisions on long-term financial stability; and provides monthly and/or periodic financial summary reports to the Mayor, City Administrator and/or City Council.
- Gathers, interprets and prepares financial data for analyses and reports, and makes appropriate recommendations based on such data.
- Responds to inquiries related to area(s) of responsibility from City personnel, elected officials, citizens, public jurisdictions and private organizations, both verbally and in writing; refers to appropriate City personnel and/or officials when appropriate.
- Directs the preparation of state and federal reports, including tax reports; serves as liaison to the state auditor in the annual audit process.
- Attends regular and special city council meetings, presents financial data and distributes information as requested.

- Represents the City at various conferences and meetings, as well as public forums and/or as requested by City Administration.
- Maintains regular attendance, is punctual and reliable in order to contribute to the efficient and effective operations of Finance department and associated duties.
- Establishes and maintains effective working relationships.
- Performs other duties as assigned.

### **Desired Minimum Qualifications**

- **Knowledge**

Knowledge of office administrative practices and procedures; modern governmental accounting theory, principles and practices; municipal accounting and investment principles and practices; internal control procedures; public finance and fiscal planning; payroll and accounts payable functions; Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP); budgetary, accounting and reporting systems; information storage and retrieval system(s); office automation and computerized financial applications; computer software programs, with thorough knowledge of Microsoft Word, Excel and Outlook; principles and practices of prudent business communication; strong interpersonal relations skills; correct English usage, including spelling, grammar and punctuation; mathematical computation and operations, including addition, subtraction, multiplication, division, units of measurements, ratios, rates, percents, graphs, and monetary units; City organization, ordinances, rules, policies, procedures, operating and management practices related to areas of responsibility; terminology, work processes and local, state and federal requirements applicable to areas of responsibility.

- **Skills**

Skills to read, gather, interpret, classify and utilize information and data; perform multiple technical tasks with a potential need to upgrade skills in order to meet changing job conditions and/or requirements; use computers, databases and other pertinent software applications to create documents and materials requiring input, interpretation and manipulation of data; operate standard office equipment, including but not limited to computers, telephone systems, 10-key calculator, typewriters, copiers, and fax machines; read material such as manuals, reports, periodicals, and newspapers; manage and complete assigned projects; prepare and maintain accurate, organized records.

- **Abilities**

Ability to apply sound administrative and fiscal practices; effectively communicate in English, both verbally and in writing; consistently and thoroughly apply modern governmental accounting theory, principles and practices; supervise work of departmental staff, including coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling departmental staff; prepare and analyze complex and comprehensive financial reports; maintain efficient and operational financial systems and procedures; follow verbal and written instructions, and perform tasks with minimum supervision; be trainable with computer software programs and databases; organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; advise, direct and motivate subordinates in the completion and performance of assigned tasks; manage multiple and changing priorities to meet the needs and expectations of

City Administration, elected and appointed officials, staff and public; plan, organize, research and otherwise successfully accomplish assigned administrative projects; prepare clear, accurate, and concise records and reports; organize, research and maintain complete and extensive office files within area of responsibility; use a high degree of discretion and diplomacy in dealing with sensitive situations and concerned citizens; establish and maintain highly effective working relationships with City Administration, elected and appointed officials, committee members, staff, residents, and others encountered in the course of work.

### **Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing duties and responsibilities of this position, employee is regularly required to sit, walk and stand; speak and hear, both in person and via telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; bend, twist and/or stoop; kneel, crouch and/or crawl; ascend or descend stairs, walk or stand on uneven surface(s); and lift and/or carry up to 35 pounds.

Specific vision abilities required by this position include close vision, distance vision and the ability to adjust focus.

- **Mental Demands**

While performing duties and responsibilities of this position, employee is regularly required to use written and verbal communication skills; read and interpret data, information and documents; use intermediary reasoning skills to apply principles of rational systems to analyze and solve practical and complex office administrative problems; effectively cope with elevated stress; observe and interpret people and situations; learn and apply new information or skills; make necessary decisions and solve problems based on subjective or objective criteria; make frequent changes of tasks involving different aptitudes, technologies, procedures, working conditions, or degrees of attentiveness without loss of efficiency or composure; work under intensive deadlines with frequent interruptions; positively interact with City personnel, appointed officials, committee members, staff, residents, and others encountered in the course of work.

### **Environmental Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.
- Noise Level: employee works under typical office conditions, with a generally quiet noise level.

- In certain assignments, employee may occasionally work near moving equipment and be exposed to chemicals, airborne fumes or odors, outdoor weather conditions and loud, prolonged noise.
- In certain assignments, employee may be required to travel distances via automobile, airplane and/or other transportation means in varying weather and environmental conditions.

**Education, Experience, and Special Requirements**

- High School diploma and/or equivalent required.
- Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field desired but not required.
- Five (5) years or more of progressively responsible related experience; experience in a position of comparable scope and size to the City of Quincy highly desirable.
- Equivalent combination of education, experience and training that provides the necessary and required knowledge, skills and abilities.
- Acceptable past employment performance and work history, and relevant leadership, interpersonal and decision-making skills.
- Current and valid Washington State driver’s license with acceptable driving record.
- Must be bondable and maintain status continuously throughout employment with the City.
- Successfully pass pre-employment criminal background reports and drug and alcohol screening.
- Must be willing and able to attend evening meetings and work varying hours and days of the week, including occasional weekends and holidays dependent on departmental needs and have reliable transportation to and from work location(s).

**Acknowledgment**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or nonessential functions, tasks, duties or responsibilities not listed herein. City Administration reserves the right to add, modify or exclude any essential or nonessential requirement(s) at any time, with or without notice. Nothing in this job description, or by completion of any requirement of the position by the employee, is intended to create a contract of employment of any type.

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Signature

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Date