

FINANCE DIRECTOR

Up to \$129,540 DOQ

Plus Excellent Benefits

Apply by
March 18, 2022
(First Review, Open Until Filled)



WHY APPLY?



Situated in the heart of Skagit County's major economic and population centers, the City of Sedro-Woolley is located in the beautiful Skagit Valley, surrounded by world class mountain scenery and some of the most amazing outdoor

recreational opportunities you can find anywhere. Sedro-Woolley offers easy access to Seattle, Vancouver, and Bellingham via Interstate 5.

The next Finance Director has the opportunity to use creativity to help develop new forward-thinking processes and to work closely with both internal and external customers to enhance the future of the City. The position offers an exciting chance to work with and mentor staff, to achieve the City's goals, to serve on a variety of impactful teams, and to provide outstanding customer service. If you are looking for a rewarding career opportunity helping a growing city achieve higher performance, while leaving a lasting positive legacy, this is the right position for you!

THE COMMUNITY

Rich in Washington history and officially incorporated on December 19, 1898, Sedro-Woolley formed as the partnership of two small cities. With more than 100 years of hard work and technical innovation, Sedro-Woolley is now home to the best school district in the region, major employers like Janicki Industries, a leading aerospace manufacturing company, the developing Sedro-Woolley Innovation for Tomorrow (SWIFT) Center, Job Corps' first technical academy in the nation, a public hospital, vibrant downtown and room to grow. The City issued building permits for 186 residential units in 2021 and has a forecast for about 150 units for 2022.



Sedro-Woolley's appeal as a new kind of small city in the heart of a developing urban environment is accomplished by honoring tradition, uniting in diversity, and evolving for the future. This is evident in Sedro-Woolley's Key Organizational Goals, which aim to: improve public areas including infrastructure and community facilities promoting economic development; expand public safety and enhance the overall community environment and opportunities for residents through programs, services, education, and recreation; and ensure the City's financial stability to continually meet these goals and provide basic services to the community. The City offers a desirable and affordable community in which to live, and a dynamic and expanding business sector that is an economic growth engine for Washington commerce.

Sedro-Woolley is perfectly positioned on the Skagit River, halfway between Seattle and Vancouver, and is the gateway and headquarters to North Cascades National Park, as well as a gateway to the Salish Sea. Sedro-Woolley is a city with excellent access to major thoroughfares including Interstate 5, State Route 20, and State Route 9, yet it retains a rural character. Whether you are looking to locate a new business, grow a family or come for a visit, there is only one Sedro-Woolley.

THE CITY

Sedro-Woolley (population 12,330) operates under the Mayor-Council form of government. The Mayor is elected by the citizens for a four-year term and serves as the chief executive officer of the municipality. The Mayor is responsible for carrying out policies, which are set by the Council, and supervises the other executive and administrative officers in the performance of their official duties. Together, these officers comprise the City's Senior Management Team and the City's Senior Leadership Team, the latter dedicated to strategic thinking; the Finance Director is a part of both teams. The City Administrator is appointed by the Mayor and is the chief administrative officer for the City under the direction and authority of the Mayor and is responsible for the management and administration of all City functions and personnel.

The City currently provides a full range of services including Administration, Information Technology, Legal, Finance, Public Works (engineering, streets, facilities, wastewater, solid waste, storm water, parks), Planning & Building, Police, Fire, Public Library (by contract), and Municipal Court. The City has approximately 105 employees (85 full-time employees) and operates on an annual budget of \$36.51 million.

THE POSITION

Operating on a 2022 annual budget of \$786,345 with 6.5 FTEs, the Finance Department is responsible for accounts payable and bank reconciliation, cashier duties, maintaining the general ledger, payroll, grant accounting, ambulance billing, and utility billing. The Finance Department is also responsible for answering and directing incoming calls to the City of Sedro-Woolley, overseeing the annual audit, which is performed by the Office of the State Auditor, preparing the annual budget, and tracking fixed assets. The City of Sedro-Woolley is seeking an innovative, community-oriented servant leader to join the City's team as the next Finance Director. Operating as both an economic and technical expert, the Director is responsible for managing and supporting Finance personnel, providing administrative direction and coordination for the fiscal and administrative activities of the City including finance and budget administration, accounting, utility billing and collection, cash management, debt management, purchasing, and investment policy. The Finance Director also serves as the City Clerk.

Working under the broad guidance of the City Administrator, the Finance Director is responsible for the leadership and management of all financial operations of the City, including planning, organizing, and controlling financial resources and expenditure processes. Successful candidates will be those who can articulate complicated finance information in common sense terms to groups and individuals with various levels of financial understanding. This function is conducted in close coordination/collaboration with the Senior Management Team and the Senior Leadership Team. To be successful, candidates must possess a collaborative spirit and appreciate diversity in all aspects, with the ability to weave their tools within the City in an effort to maintain fiduciary responsibility. Strong team-building and mentoring skills are a must as the Finance Department had several recent staff changes due to retirements.



OPPORTUNITIES & CHALLENGES

1. The City is making a concerted effort to enhance its long-range fiscal planning capability. The City recently incorporated the adoption of a biennial budget and is looking to further enhance its Capital Improvement Planning (CIP) process. To compliment this effort, the ideal candidate will be experienced in managing an organization-wide budget with many unique, complex funds and revenue streams. The ability to make accurate forecasts is crucial. While general financial experience is helpful, a proven track record in budget management and long-range financial planning is most important. Having a sense for leveraging technology and personnel who can support the department's needs will be helpful.
2. While the City is currently in a financial position to effectively deal with the Covid-19 pandemic while maintaining current priorities, the Finance Director will be required to maintain a collaborative style of fiscal oversight to insure sustainable fiscal resources for the future.
3. The continual development of a comprehensive set of financial management policies—budget, risk management, purchasing, debt management, capital financing, reserves, etc. will be an important component of the Finance Director's work plan. Having the ability to be fiscally persuasive in the presentation for the need of sound fiscal practices will be an asset for the new Director.
4. The new Director will also be tasked with administering the City's American Rescue Plan Act funds.

IDEAL CANDIDATE PROFILE

Education and Experience:

The ideal candidate will have at minimum a bachelor's degree in accounting, finance, business, or public administration. A master's degree in a related field and a Certification as a Public Accountant or Public Financial Officer is preferred. Candidates must have a minimum of five (5) years of progressively responsible fiscal experience within local government and three (3) years of supervision/management experience. Human resources and/or municipal clerk experience are a plus.

Any combination of education and experience that allows the candidate to perform the duties of the position may be considered. Candidates must be capable of being bonded and have a valid Washington driver's license and satisfactory driving record by time of hire, or the ability to obtain one within 6 months.

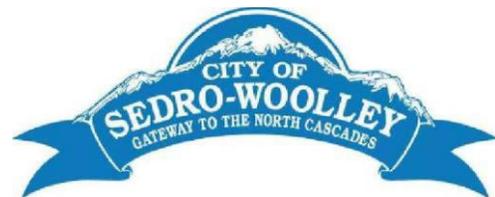
Necessary Knowledge, Skills & Abilities:

- The ideal candidate is expected to possess a thorough knowledge of the principles and practices of governmental accounting, budgetary control, auditing, financial standards, public administration theory and best practices and a willingness to learn the roles of finance staff, and back up staff as needed.
- Strong interpersonal, leadership, and team skills. Ability to provide excellent customer service and interact tactfully, professionally, and courteously with residents and other members of the public, in addition to other City employees. Ability to maintain confidentiality and handle confidential issues with tact and discretion. Be collaborative and a consensus builder. Politically astute. Understand political implications while remaining apolitical.
- Must possess excellent verbal and written capabilities. Ability to confidently give presentations, write reports, business correspondence, and procedure manuals is a must. Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly to a variety of audiences.
- Ability to operate general office equipment including personal computers, calculators, copy machines, and cash collection terminals. Advanced Excel skills required. Computer literacy in Word. Working familiarity with ERP and other complex systems.
- Experience and ability in managing, training, and supporting staff while creating a positive and fun work environment.
- Ability to analyze a variety of fiscal problems and make recommendations, and plan, organize, supervise, and evaluate the work of others.
- Ability to establish and maintain effective working relationships with employees, City officials, other departments, banking and investment officials, and the public.
- Ability to remain calm and centered, even during difficult situations.

- The ideal candidate will be forward thinking, have diverse financial experience, and continually strive to provide the best customer service possible.

COMPENSATION & BENEFITS

- Up to \$129,540 DOQ, classification and compensation study underway that may adjust salary upward, relocation expenses negotiable
- Robust Medical, Dental and Vision plans including spouse, domestic partner, and family coverage options.
- Option between 2 deferred compensation plans
- Voluntary Employees Beneficiary Association Plan (VEBA).
- Supplemental Accident, Critical Illness and Hospital Aflac Plans.
- Employer paid Basic Life.
- Voluntary Life.
- Employer paid Employee Assistance Program.
- Retirement plan under the State of Washington Public Employee Retirement System (PERS).
- Vacation time based on years of service.
- Sick leave.
- 80 hours per year of Executive Leave.
- 12 Paid Holidays.
- Employer sponsored wellness program



To learn more, please visit:

www.sedro-woolley.gov

The City of Sedro-Woolley is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 18, 2022**. (First review, open until filled). Apply with a completed [application](#), resume, and cover letter. Items will only be accepted electronically and should be addressed to Jeanine Goss, Human Resources Assistant, at jgoss@sedro-woolley.gov. Contact Charlie Bush, City Administrator, at 360-855-9921 or cbush@sedro-woolley.gov with position-related questions.