



JOB TITLE: CFO/Special Advisor to the Mayor AND/OR City Clerk/Controller

DATE: November 14, 2021

Closes: January 14-2022 at 5:00PM

SALARY RANGE: \$80,000 - \$110,000 DOE

DEPT: City Clerk's Office

REPORTS TO: Mayor

FLSA: Exempt

POSITION PURPOSE

Reporting to the Mayor, the CFO/City Clerk is responsible for the overall financial management of the City. The position provides overall direction for City cash management and accounting functions in accordance with the policies and objectives of the City and in compliance with legal and regulatory limitations. In coordination with the Mayor and other department heads, develop financial policies, procedures, forecasting, and strategic planning, and ensures a fiscally sound organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure the City's system of accounts is designed to keep accurate records of all financial transactions and assets.
- In collaboration with Mayor, develop, monitor and update operating procedures and financial policies for the City Clerk's Office.
- Review and approve accounts payable, payroll and monthly utility billings.
- Prepare grant reimbursement requests for various projects throughout the City
- In conjunction with the Senior Deputy Clerk, maintain grant files.
- Manage the preparation of accounting records and reports for state and federal agencies, including the preparation of the annual financial statement report.
- Prepare the annual report in compliance with GAAP, GASB, and other related laws and City resolutions.
- Oversee annual budget preparation and update long-range forecasts.
- Manage the preparation and submission of timely and accurate B&O tax returns and other tax returns as needed.
- Provide support to the City Clerk's relating to the daily handling and reporting of transactions into the BIAS system.
- Invest City funds that are not required for immediate expenditures into investments per the City's investment policies. Provide cash and investment information and projections, as needed, to Mayor, Department Heads and City Council.
- Prepare and present financial information to the City Council as needed
- Manage all debt-related matters, including new bond issuance, compliance with bond covenants, timely repayment, and long-term debt planning.
- Coordinate with the Mayor and other department heads to prepare the City Council meeting agendas and supporting documentation
- Scan Council packet and post to City web-site
- Update City on-line event calendar
- As a member of the Mayor's management team, participate in short- and long- term planning in support of the City's mission and vision.
- Perform statistical computations, financial analysis, interpretations, and projections, and make recommendations to the Mayor on course of action.



- Establish and maintain effective systems of internal control for the safeguarding of City assets and to ensure the City's systems are designed to keep accurate records of all financial transactions.
- Ensure City procedures meet compliance requirements under the audit authority of the Washington State Auditor, Washington State Department of Revenue, Labor and Industries, Employment Security, Public Employee Retirement System, and the Internal Revenue Service.
- Attend Council meetings and provide input and reports as requested by Council members.
- Perform various other duties as assigned by the Mayor.
- Other duties as assigned.

Education, Experience & Certification:

The following education and/or experience are the minimum standards which provide the requisite knowledge, skills and abilities for this position:

- ✓ A Bachelor's degree from an accredited college or university, with an emphasis in accounting or closely related field.
- ✓ Five (5) years in the broad application of fiscal accounting and supervisory responsibilities in all facets of municipal accounting and/or a strong financial background.
- ✓ Strong analytical, written and oral communication skills.

If application for CFO:

- ✓ At least three (3) years of experience in charge of a fiscal program for a complex public entity performing complex financial analysis is preferred.
- ✓ CPA certification is preferred.

Other Knowledge, Skills & Abilities:

- ✓ Considerable knowledge of the practices and methods of governmental accounting including knowledge of finance, accounting, budgeting, and Generally Accepted Accounting Principles (GAAP).
- ✓ Must be able to work collaboratively and effectively with the City's management team and other departments in order to foster a team-oriented environment.
- ✓ Desire to help build new process and seek out and apply best practices and use business process thinking to improve the Accounting function.
- ✓ Ability to: maintain financial records; make mathematical calculations rapidly and accurately; analyze, compare, interpret, and explain facts and figures.
- ✓ High proficiency in MS Office products and computerized accounting systems to effectively manage, analyze and report on a wide variety of data.
- ✓ Demonstrated effective interpersonal skills in sensitive and confidential financial transactions requiring poise, tact, and diplomacy.
- ✓ Excellent communication, interpersonal, and writing skills.



- ✓ Ability to work independently, demonstrate excellent personal judgment and exercise a commitment to ethical conduct.
- ✓ Demonstrated ability to handle tasks efficiently under pressure when circumstances dictate a sense of urgency.
- ✓ Must be bondable and successfully pass a background check and drug screen.

Level of Decision Making and Job Complexity:

The incumbent will be responsible for working under limited supervision, and is responsible for establishing and maintaining a high level of integrity and trust in the fiscal stability of the City in the minds of the public. The knowledge required to successfully guide the financial commitments of the City is complex. The function of the position is critical to the success of the City, therefore, the position requires a high degree of independent judgement, discretion and decision making.

Titles of All Persons Supervised:

Senior Deputy Clerk
Deputy Clerk – Ambulance
Deputy Clerk – Utilities
Information Technology Specialist

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.