



THE CITY OF MONTESANO has an opening for a **CFO/City Clerk/Special Advisor to the Mayor** with a salary range of \$87,500-\$110,000 DOQ. This is not a Civil Service position. Under general supervision, the position is expected to perform a variety of work related to accounting, human resources, grant management, budgeting and related duties as assigned.

Qualifications: Bachelor's Degree, Five years accounting and supervisory experience, CPA Certification is preferred. Candidates must possess a valid Washington State Driver's. See job description for a detailed list of qualifications.

A complete job description and application are available at City Hall in Montesano or at www.cityofmontesano.com

Position is open until filled

Applications should be sent to:

**City of Montesano
Attn: Vini Samuel
112 N. Main Street
Montesano, WA 98563**

**CITY OF MONTESANO IS AN EOE.
TDD 1-800-833-6388**



JOB TITLE: CFO/City Clerk/Special Advisor to the Mayor
SALARY RANGE: \$87,500 - \$110,000
REPORTS TO: Mayor

DATE: June 2019
DEPT.: City Clerk's Office
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.
- ✓ At least three (3) years of experience in charge of a fiscal program for a complex public entity performing complex financial analysis is preferred.
- ✓ Strong analytical, written and oral communication skills.
- ✓ 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

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.

CITY OF MONTESANO

APPLICATION FOR EMPLOYMENT

112 N. MAIN STREET X MONTESANO, WA 98563

(360) 249-3021 X FAX (360) 249-3690

EQUAL OPPORTUNITY: The City of Montesano, Washington is an equal opportunity employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, age, sexual orientation or handicap. The City of Montesano affirmatively seeks to employ and advance qualified Vietnam veterans and disabled veterans. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

INSTRUCTIONS : Print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, include your name, the position title for which you are applying, and the specific section of this application form that you are continuing to an additional page. You may also attach copies of résumés, documents or certificates which support your application. All materials submitted become the property of the City of Montesano and will not be returned. Nothing can be added to your application after the announcement period has closed. All statements made on the application are subject to verification. Failure to follow these instructions may be cause for rejection of the application. Illegible or incomplete applications may be rejected. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. My initials at the end of this sentence affirm that I have read and understand these instructions.

PERSONAL INFORMATION

LAST NAME		FIRST	M.I.	OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN		
MAILING ADDRESS						
RESIDENCE ADDRESS, IF DIFFERENT FROM ABOVE						
SOCIAL SECURITY NUMBER		TELEPHONE NUMBER ()		ALTERNATE NO. WHERE YOU MAY BE REACHED ()		
ARE YOU 18 YEARS OF AGE OR OLDER (21 YEARS OF AGE FOR POLICE APPLICANTS)?					YES	NO
DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES? IF OFFERED EMPLOYMENT YOU WILL BE REQUIRED TO PRESENT EVIDENCE OF YOUR RIGHT TO WORK.					YES	NO
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH THE CITY OF MONTESANO?					YES	NO
HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE CITY OF MONTESANO? IF YES, COMPLETE THE FOLLOWING INFORMATION:					YES	NO
JOB TITLE/DEPARTMENT		DATES: FROM		TO		
LIST ANY RELATIVES OR MEMBERS OF YOUR HOUSEHOLD WHO ARE EMPLOYED BY THE CITY OF MONTESANO.						
NAME			JOB TITLE/DEPARTMENT			

DRIVER'S LICENSE: If the position for which you are applying will require you to operate a vehicle: (1) You must possess a valid driver's license. (2) Any special endorsements must be current and valid. (3) If you are offered employment by the City of Montesano, and if your driver's license is from another state you will be required as a condition of employment to obtain a valid Washington State Driver's License before you can begin work.

NUMBER	STATE	EXPIRATION DATE	CLASSIFICATION	
DO YOU AUTHORIZE THE CITY OF MONTESANO TO INVESTIGATE YOUR DRIVING RECORD? IF YES, THE CITY MAY, AT ITS DISCRETION, OBTAIN AN ABSTRACT OF YOUR DRIVING RECORD FROM THE APPLICABLE DEPARTMENT OF DRIVERS LICENSING.			YES	NO

EMPLOYMENT DESIRED

POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:		
HOW DID YOU LEARN ABOUT THE POSITION FOR WHICH YOU ARE APPLYING?		
DO YOU WISH TO WORK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SUMMER IF PART TIME, SPECIFY DAYS & HRS. PER WEEK		
WHAT IS YOUR MINIMUM SALARY REQUIREMENT? \$ PER DATE AVAILABLE FOR WORK:		
DO YOU HAVE ANY COMMITMENTS TO ANOTHER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH US? SPECIFY COMMITMENTS	YES	NO

EDUCATION: Educational qualifications are subject to verification. If an offer of employment is made, you may be asked to provide dates of attendance to facilitate verification.

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT?	YES	NO
WHAT POST SECONDARY DEGREE(S) DO YOU HOLD?		
MAJOR/MINOR DEGREE, FIELD OR PROGRAM OF STUDY		
NAME AND LOCATION OF COLLEGES OR UNIVERSITIES ATTENDED		

MILITARY SERVICE

DATES OF U.S. MILITARY SERVICE				BRANCH OF SERVICE		RANK AT SEPARATION	
FROM		TO		IF YOU ARE CLAIMING PREFERENCE AS A VETERAN OR DISABLED VETERAN, YOU MUST ATTACH A COPY OF YOUR DD-214 FORM AND/OR YOUR V.A. DISABILITY LETTER AND CLAIM NUMBER		VETERAN'S POINTS CLAIMED (CIRCLE 1) 5 10	
MO.	YR.	MO.	YR.				
LIST ANY SPECIALIZED TRAINING RECEIVED IN THE MILITARY							
OPTIONAL: LIST ANY MEDALS, COMMENDATIONS, OR AWARDS RECEIVED IN THE MILITARY							

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER REGARDING YOUR RECORD OF EMPLOYMENT?							YES	NO
(JOB 1) PRESENT OR MOST RECENT JOB				EMPLOYER				
FROM		TO		TOTAL TIME		ADDRESS		
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER		
						YOUR JOB TITLE		
HOURS PER WEEK				SUPERVISOR'S NAME & TITLE				
STARTING SALARY \$ PER				REASON FOR LEAVING POSITION				
LAST SALARY \$ PER								
SPECIFIC DUTIES								

NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE)								

(JOB 2) PREVIOUS JOB						EMPLOYER					
FROM		TO		TOTAL TIME		ADDRESS					
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER					
						YOUR JOB TITLE					
HOURS PER WEEK						SUPERVISOR'S NAME & TITLE					
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION					
LAST SALARY \$ PER											
SPECIFIC DUTIES											
—											
—											
—											
NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE)											
(JOB 3) PREVIOUS JOB						EMPLOYER					
FROM		TO		TOTAL TIME		ADDRESS					
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER					
						YOUR JOB TITLE					
HOURS PER WEEK						SUPERVISOR'S NAME & TITLE					
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION					
LAST SALARY \$ PER											
SPECIFIC DUTIES											
—											
—											
—											
NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE)											
(JOB 4) PREVIOUS JOB						EMPLOYER					
FROM		TO		TOTAL TIME		ADDRESS					
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER					
						YOUR JOB TITLE					
HOURS PER WEEK						SUPERVISOR'S NAME & TITLE					
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION					
LAST SALARY \$ PER											
SPECIFIC DUTIES											
—											
—											
—											

_____ _____ NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE)
--

SPECIAL SKILLS — OFFICE

DO YOU TAKE SHORTHAND?	YES	NO
CAN YOU TRANSCRIBE MACHINE DICTATION?	YES	NO
TYPING SPEED: _____ WORDS PER MINUTE BUSINESS MACHINES (OTHER THAN COMPUTERS) YOU CAN OPERATE: _____ WHAT COMPUTER EXPERIENCE DO YOU HAVE (MAC OR PC)? _____ A. LEVEL OF SKILL: _____ B. YEARS OF OPERATING EXPERIENCE: _____ C. WHAT SOFTWARE ARE YOU PROFICIENT WITH? _____ D. DESCRIBE YOUR COMPUTER OPERATION ABILITIES: _____ OTHER SKILLS: _____ _____ _____ _____ _____		

SPECIAL SKILLS — FIELD

LIST LIGHT AND/OR HEAVY EQUIPMENT YOU ARE QUALIFIED TO OPERATE _____ _____ A. LEVEL OF SKILL: _____ B. YEARS OF OPERATING EXPERIENCE: _____ OTHER SKILLS: _____ _____ _____ _____ _____

MISCELLANEOUS INFORMATION

IF OFFERED A JOB, ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT PHYSICAL EXAMINATION?	YES	NO
IF OFFERED A JOB, ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT DRUG SCREENING TEST?	YES	NO
CAN YOU PERFORM THE BONA FIDE OCCUPATIONAL QUALIFICATIONS OF THE JOB YOU HAVE APPLIED FOR (WITH OR WITHOUT ACCOMMODATION)?	YES	NO

WITHIN THE LAST SEVEN YEARS, HAVE YOU BEEN CONVICTED OF OR ARE YOU PRESENTLY CHARGED WITH A CRIME (OTHER THAN MINOR TRAFFIC VIOLATIONS) A "YES" REPLY DOES NOT AUTOMATICALLY DISQUALIFY YOU.	YES	NO
FOR POLICE APPLICANTS ONLY: HAVE YOU EVER BEEN CONVICTED OF OR ARE YOU PRESENTLY CHARGED WITH A CRIME (OTHER THAN MINOR TRAFFIC VIOLATIONS) ?	YES	NO

PROFESSIONAL REFERENCES: List three professional or business references who are not your relatives or employees of the City of Montesano. State the nature of your business relationship (i.e., co-worker, supervisor, associate)

NAME	ADDRESS	PHONE	RELATIONSHIP	YEARS KNOWN

PERSONAL REFERENCES: List three personal references who are not your relatives or employees of the City of Montesano. State the nature of your relationship (i.e., friend, landlord, etc.)

NAME	ADDRESS	PHONE	RELATIONSHIP	YEARS KNOWN

IMPORTANT: READ EACH SECTION BELOW CAREFULLY AND COMPLETELY. IF YOU DO NOT UNDERSTAND ANY PORTION OF THE STATEMENTS BELOW, ASK FOR CLARIFICATION. YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTAND EACH OF THE PROVISIONS LISTED AND THAT YOU AGREE TO ABIDE BY THE CONDITIONS STATED THEREIN.

NOTICE TO PERSONS WITH DISABILITIES: TESTING ARRANGEMENTS TO ACCOMMODATE PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST OF THE APPLICANT. IF ACCOMMODATION IS REQUESTED, THE APPLICANT WILL BE REQUIRED TO STATE WHAT ACCOMMODATION IS NEEDED.

HOW TO APPLY: APPLICATIONS FOR EMPLOYMENT SHOULD BE SUBMITTED ON OFFICIAL APPLICATION FORMS TO THE CITY OF MONTESANO AT THE ADDRESS SHOWN ON PAGE 1 OF THIS APPLICATION FORM. SUBMIT ONE APPLICATION FOR EACH POSITION. IT IS YOUR RESPONSIBILITY TO KEEP YOUR APPLICATION UP TO DATE. AN APPLICATION MAY BE REJECTED WHICH IS RECEIVED UNSIGNED, INCOMPLETE, OR AFTER THE CLOSING DATE SPECIFIED ON THE JOB ANNOUNCEMENT.

EXAMINATION PROCEDURE: YOU WILL BE NOTIFIED WITHIN FOUR WEEKS OF THE CLOSING DATE OF THE JOB ANNOUNCEMENT REGARDING ANY TESTING PROCEDURES WHICH MAY BE INVOLVED IN THE HIRING PROCESS. ANY PART OF THE ANNOUNCED EXAMINATION MAY BE ELIMINATED IF THERE IS AN INSUFFICIENT NUMBER OF APPLICANTS TO JUSTIFY GIVING THE COMPLETE EXAMINATION.

PRE-EMPLOYMENT MEDICAL EXAMINATION: APPLICANTS SELECTED FOR EMPLOYMENT MAY BE REQUIRED TO PASS A MEDICAL EXAMINATION GIVEN BY A PHYSICIAN DESIGNATED BY THE CITY OF MONTESANO.

PAY PLAN: NEW EMPLOYEES ORDINARILY START AT THE MINIMUM RATE IN THE SALARY RANGE.

PROBATIONARY PERIOD: EMPLOYEES SERVE A PROBATIONARY PERIOD AS DETERMINED BY CITY POLICY OR BY ANY APPLICABLE COLLECTIVE BARGAINING AGREEMENT. TERMINATION OF EMPLOYMENT DURING THE PROBATIONARY PERIOD MAY BE WITH OR WITHOUT CAUSE AND IS NOT SUBJECT TO ANY APPEAL PROCESS NOR THE GRIEVANCE PROCEDURE OF ANY APPLICABLE COLLECTIVE BARGAINING AGREEMENT.

DRUG POLICY: IT IS THE POLICY OF THE CITY OF MONTESANO TO MAINTAIN A DRUG FREE WORKPLACE. EMPLOYEES WHO ARE OBSERVED IN POSSESSION OF OR USING CONTROLLED SUBSTANCES (DRUGS) WILL BE TERMINATED AND MAY HAVE CRIMINAL ACTIONS FILED AGAINST THEM. EMPLOYEES IN CERTAIN POSITIONS ARE SUBJECT TO FEDERAL LAWS REQUIRING PRE-EMPLOYMENT, POST-ACCIDENT, AND RANDOM DRUG TESTING.

AGREEMENT: I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION ON THIS APPLICATION IS GROUNDS FOR REFUSAL TO HIRE, OR IF HIRED, IS GROUND FOR TERMINATION. I AUTHORIZE ANY OF THE PERSONS OR ORGANIZATIONS REFERENCED IN THIS APPLICATION TO GIVE THE CITY OF MONTESANO ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, EDUCATION, OR ANY OTHER INFORMATION THEY MIGHT HAVE, PERSONAL OR OTHERWISE, WITH REGARD TO ANY OF THE SUBJECTS COVERED BY THIS APPLICATION. I AUTHORIZE THE CITY OF MONTESANO TO REQUEST AND RECEIVE SUCH INFORMATION.

I UNDERSTAND THAT MY EMPLOYMENT CAN BE TERMINATED AT ANY TIME FOR ANY REASON THAT IS NOT VIOLATIVE OF LAW, AT THE DISCRETION OF EITHER THE CITY OF MONTESANO OR MYSELF. I UNDERSTAND THAT NO MANAGEMENT OFFICIAL OTHER THAN THE CHIEF EXECUTIVE OFFICER HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO THE FOREGOING OR MAKE ANY ORAL ASSURANCE OR PROMISE OF CONTINUED EMPLOYMENT.

I AGREE TO COMPLY WITH THE CITY OF MONTESANO RULES, REGULATIONS AND POLICIES, AND ACKNOWLEDGE THAT THESE RULES, REGULATIONS AND POLICIES MAY BE CHANGED, INTERPRETED, WITHDRAWN, OR SUPPLEMENTED ANY TIME, AND WITHOUT PRIOR NOTICE TO ME.

I UNDERSTAND THAT THIS APPLICATION AND ANY OTHER DOCUMENTS WHICH I MAY RECEIVE ARE NOT CONTRACTS OF EMPLOYMENT.

RELEASE: I HEREBY RELEASE AND HOLD HARMLESS ANY PERSON, CORPORATION, COMPANY OR OTHER ENTITY FROM ANY AND ALL POSSIBLE DAMAGES, DIRECT OR CONSEQUENTIAL, IMMEDIATE OR REMOTE, OF ALL FORMS OR TYPES, THAT I MAY SUSTAIN OR ALLEGE TO SUSTAIN BY VIRTUE OF THAT PERSON, CORPORATION, COMPANY OR OTHER ENTITY COMPLYING WITH MY REQUEST TO FULLY AND COMPLETELY COMPLY WITH THE INVESTIGATION, INQUIRY OR INTERESTS OF THE CITY OF MONTESANO, TO WHOM I HAVE MADE AN APPLICATION OF EMPLOYMENT AND IS THE BEARER OF THIS AUTHORIZATION.

SIGNATURE _____ DATE _____