

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Finance Director**  
Department: Finance

FLSA Status: Exempt  
Union Status: Non-Represented  
Updated: November 2017

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*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

### **NATURE OF POSITION:**

Performs a variety of complex administrative, technical, and supervisory work in overseeing and managing the aspects of the city's financial affairs.

### **SUPERVISION RECEIVED:**

This is an appointed "at will" position under the direct supervision of the City Manager. Work is reviewed through personal conferences, group meetings, written and oral reports and an annual evaluation.

### **SUPERVISION EXERCISED:**

Exercises appointing (with city manager approval) and supervisory responsibilities over all Finance Department personnel, including accounting, investments, and clerical support personnel. The Director is the highest departmental authority on all matters of policy operations and personnel actions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

Plans, organizes, directs, and evaluates activities and assigned tasks in order to achieve goals within available resources; organizes employee workloads and assignments; selects, assigns, develops, motivates, and evaluates division staff; reviews results and directs changes as needed.

Provides leadership and direction in the development of long and short range division plans, goals, and objectives; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates division activities with other city departments, federal, state, county, and local agencies and groups that interact with the Finance Division in the areas of receiving and accounting for monies, investing cash, accounts payable, business licensing, employee payroll, revenue and expense analysis and forecasting, debt management, rate analysis, budget preparation and administration, and financial audits.

Prepares and presents periodic reports and makes recommendations to the City Manager and City Council regarding progress and results achieved related to city goals and department activities and issues.

Coordinates the preparation and submission of the recommended and adopted annual budget documents and provides regular budget monitoring data to departments.

Prepares the annual financial report and provides financial records for independent audit purposes.

Represents the department in the community, including through the news media; explains roles, responsibilities, and policies to community groups and the general public; attends or delegates representatives to attend meetings of various local committees and task forces.

Carries out assigned responsibilities within limitations of the department's annual budget; prepares and presents budget requests; performs financial analysis and exercises cost controls; monitors expenditures of the Finance Division and other city departments to ensure legal and optimum effective use of budgeted resources, personnel, supplies and materials, facilities, and time.

Prepares and oversees policies and standard operating procedures to ensure effective internal controls and efficient operations; issues oral and written instructions; assigns duties and review staff work for completion, quality, and conformance with policies and procedures.

Posts and maintains a variety of financial transactions and records associated with revenues, expenditures, general ledger accounts, cash and investments, bonds, other debt instruments, budgetary accounting, financial reporting, and utility accounting.

Prepares and reviews journal entries to balance and close monthly and annual books in general ledger, revenue and expenditure accounts; reconciles general ledger and subsidiary utility accounts.

Maintains fixed asset accounts, local improvement district accounts and other special assessments.

Reviews contracts, agreements, and grant applications for compliance with local, state, and federal regulations.

Oversees the central computerized financial management information and payroll systems.

Promotes and maintains staff morale and discipline; guides and assists subordinates in performance of duties; responds to complaints and resolves grievances.

Evaluates and plans for the division's space and equipment acquisition and replacement.

Responds to and resolves complex and sensitive questions, requests, and complaints regarding financial matters, either personally, by telephone, or in writing; meets with and discusses matters with other department heads, public officials, business representatives, community groups and citizens.

Ensures that taxation and licensing ordinances are enforced and complied with.

**OTHER DUTIES:**

Provides public records and information to citizens, news media, and other public agencies as requested and in accordance with local policy.

Serves and participates as a member of the city's management team.

Reviews trends and developments in the area of municipal public financial management.

Attends conferences and other meetings and reviews professional literature as necessary to keep abreast of current trends.

Performs other related duties as assigned by the city manager.

**DESIRED MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Graduation from an accredited high school and completion of an undergraduate college degree in business or public administration, finance, accounting, or a related field;

Licensed as a CPA;

Eight years of experience in public financial management, financial reporting, and/or budgeting, including at least four years as a supervisor or above; and

Evidence of ongoing professional training (classes, seminars, conferences, etc.); or

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.*

**Licenses, Certifications and Other Requirements:**

- Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment.
- Must successfully satisfy a background investigation.

**Knowledge Of:**

Thorough knowledge of the principles and practices of public administration, financial management, office administration and automation, and personnel supervision and development. Understanding of local government issues and processes generally.

**Ability To:**

Ability to establish good and effective working relationships with other public officials, subordinates, citizens, community groups, and other agencies.

Ability to train and supervise subordinate personnel.

Ability to exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations.

Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.

Ability to communicate clearly and concisely, orally and in writing, including complex information and technical data.

Ability to give and receive instructions and orders.

Ability to deal constructively with conflict and develop consensus.

Ability to meet physical demands of job and perform the essential job functions.

Ability to effectively, efficiently and consistently perform the responsibilities of the position.

**Desired Skills and Abilities:**

Ability to successfully satisfy a background investigation. Must be bondable. Certification as a notary public within the State of Washington is desirable.

**MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:**

Personal computer, including word processing and spreadsheet software, calculator, adding machine, telephone, copy machine, and fax machine.

**PHYSICAL DEMANDS:**

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

Work is performed primarily in office settings. Hand-eye coordination is necessary in order to operate the equipment listed above.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is often required to stand; walk; use hands to operate and control tools and equipment; and reach. The employee may occasionally need to lift and/or move light objects up to 25 pounds, climb, bend, kneel, crouch, crawl and perform repetitive movements/motion. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

Work is performed primarily in office settings. The environment is usually quiet.

Exposure to Hazards and Atmospheric Conditions including:

- Household cleaning supplies and/or basic office supplies (eg. copy machine toner)
- Fumes
- Dust
- Noise

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*The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.*

*The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.*