CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Finance Director **E-PLAN**
SG:E-DH-C
DEPARTMENT: Finance **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

The Finance Director position is established by City Charter to be responsible for all finances of the City and for all City Clerk and City Treasurer functions required under state law. As such, this position directs the operation of the Finance Department including revenue functions, collection of business taxes, investments, utility billing, accounts payable, debt administration, City-wide budget, financial reporting and internal audit functions as well as Clerk functions of Council minutes, maintaining the City Seal, attesting official City acts, recording and maintaining City ordinances, legal documents, City property records, and contracts. Serves as a member of the City's leadership team and provides recommendations to the elected Mayor for strategic direction of fiscal policy matters to maintain and enhance the financial health of the City. (See Bellingham City Charter Sections 8.04-8.13).

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor. Works independently with general guidance from the Mayor or designee to ensure coordination of objectives and priorities of the Mayor and Council. Supervises staff directly or through assigned managers. Works under the guidelines of various governmental financial and accounting regulations, as well as under the City's policies, procedures, municipal code, ordinances, and various other state and federal regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. General Management: Plans, organizes and directs the financial administration of the City, including the general accounting system, establishment of procedures and controls over municipal revenues and expenditures and inventory of municipal property. Through department managers, oversees business registration and tax collection, utility billing and collections; accounts payable, financial reporting; accounting and audit functions, investments including deferred compensation programs, and debt administration.

2. Fiscal Policy: Provides recommendations to the Mayor for strategic direction of fiscal policy matters to ensure the City's financial well being, including those factors that relate to the City's bond rating. Approves or recommends City-wide financial and internal control policies.

3. Financial Reporting and Communications: Prepares and presents to City Council and the Mayor quarterly and annual financial reports of the City's financial condition. Responds to citizen and media inquiries for financial information.

4. Budget Development & Resource Planning: Responsible for development of the City-wide Budget and Capital Facilities Plan. Monitors and reports to council year-to-date budget progression by Fund, Group & Activity. Presents budget ordinance modification recommendations to City Council as necessary during the year.

5. Bond and Debt Administration:
Responsible for all debt administration including issuance of bonds. Selects financial advisors and bond underwriters. Responsible for the collection of money, bond payments to the fiscal agent and review of possible refunding opportunities.

6. Public Investment: Invests public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands on the Treasury and conforming to all State statutes governing the investment of public funds. Selects financial institutions and brokers with whom the City will do business based on Public Deposit Commission requirements. Maintains written investment policy and establishes investment strategy based on policy and current investment market.

7. Cash Management: Oversees the City's cash management systems including receipting, accounting, investing, and payables of the City. Ensures adequate cash flow to meet the City payroll, cash expenditures and debt payments.

8. Personnel Management: Develops and maintains a Department workforce committed to, and with highly developed competencies in customer service, results orientation, and teamwork. Directly or through managers, appoints, supervises, provides for training and development, manages performance and ensures accountability of Department employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Ensures compliance with City-wide and Department policies, and State and federal laws and regulations.

9. Policy Development: Manages the development and implementation of the Finance Department's goals, objectives, policies and priorities for each assigned service area; establishes within the City's policy appropriate service and staffing levels; allocates resources accordingly. Maintains currency of policy and practice with the organizational needs of the City and with applicable City Charter, municipal code, state and federal laws.

10. Fiscal and Business Management: Assures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including management of permitting fees and funds and accessing federal and State funding sources. Assures the efficient and economical use of departmental funds, personnel, materials, facilities and time.

11. Senior Management Team: Provides information and advice to the Mayor, City Council, and Department Head team on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach toward common projects and interests and the cost effective delivery of services.

12. Quality Control: Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.

13. Public Interface: Represents the Finance Department to other City departments, elected officials, outside agencies and the public. Explains Finance Department programs, policies and activities; negotiates and resolves sensitive, significant and controversial financial issues.

14. City Clerk Function: Per City Charter, directs and oversees the activities of the City Clerk Representative, including the responsibility for City Council minutes, maintaining the City Seal, attesting official City acts, recording and maintaining City ordinances, legal documents, City property records, and contracts. Oversees the records center, which is the archive storage area for the city.

ADDITIONAL WORK PERFORMED:

1. Serves as a member of the Police Pension Board and Fire Pension Board.

2. Provides regular financial reports to City Council as required by the City Charter.

3. Attests the Mayor's signature.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Operational characteristics, services and activities of a comprehensive municipal financial planning, development and administration program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Advanced principals and practices of municipal administration, accounting treasury management, revenue, license administration and purchasing.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, State and local laws, codes and regulations.

Ability to:
- Plan, organize, direct and coordinate the work and management of supervisory, professional and technical personnel; delegate authority and responsibility. Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for the Finance Department.
- Conduct self at all times in an ethical, professional and respectful manner.
- Identify and respond to community and City Council issues, concerns and needs.
- Articulate financial issues of importance to the public even when doing so creates pressure and stress from various groups and special interests.
- Develop, implement and administer goals, objectives and procedures for providing effective and efficient financial and administrative operations.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain high ethical standards for conduct of public officials.
- Maintain consistent and punctual attendance.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in finance, accounting, economics, business administration or related field. Master's Degree preferred.
- Seven years progressively responsible experience in municipal financial management including five years of experience in a senior management position.
- Certified Public Accountant License preferred.
- A record of effective work with elected officials and significant experience in higher level governmental accounting, budgeting and fiscal management preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

PREPARED BY: Kathryn Hanowell
Gary Pitcher

REVIEWED BY: _____
Kelli Linville, Mayor

REVISED: 1/8/85
4/86 Kerry Sicktich
4/96 L. Carpenter, K. Hanowell
1/06 T. Holm, K. Hanowell
10/12 A. Sullivan
8/18 B. Henshaw