



## City of Spokane Washington

An invitation to apply for the position of

# Director of Finance and Administration

**\$119,809.44– \$155,639.52 annually**

First review of applications begins on July 16, 2018

### Nature of Work:

Serves as the City's Director of Finance and Administration as financial advisor to the Mayor, City Administrator, City Council and other city departments. The Director has regular contact with the public, financial institutions, and other public agencies and must coordinate work with various departments as it relates to accounting, budgeting and all fiscal functions. Position reports to the City Administrator.

### Supervision:

Plans, organizes and directs the operations and activities of the Finance, Budget, Taxes and Licenses, Accounting, Purchasing, Payroll, Asset Management, Grants Management, Risk Management and all other financial functions of the City. Works independently with no direction except as established by the Mayor through the City Administrator.

### Requirements of Work:

- Considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of Cash Management, theory and practice.
- Considerable knowledge of the capabilities and limitations of management information system alternatives.
- Considerable knowledge of statistical theory and practice, related to financial forecasting.
- Knowledge of statistical methods.
- Knowledge of economics.
- Knowledge of principles and practices of finance administration including budget preparation.
- Knowledge of financial system design and analysis.
- Knowledge of principles of supervision and management.
- Ability to apply sound administrative and financial practices.
- Ability to write clear, comprehensive explanatory texts to accompany financial reports.
- Ability to prepare accounting/financial data projections.
- Ability to present ideas effectively orally and in writing.
- Ability to supervise the work of department staff, including: coordinating, assigning, monitoring and evaluating work.
- Ability to establish and maintain effective working relationships with staff, other City employees and departments, City officials and the public.
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.



The City of Choice

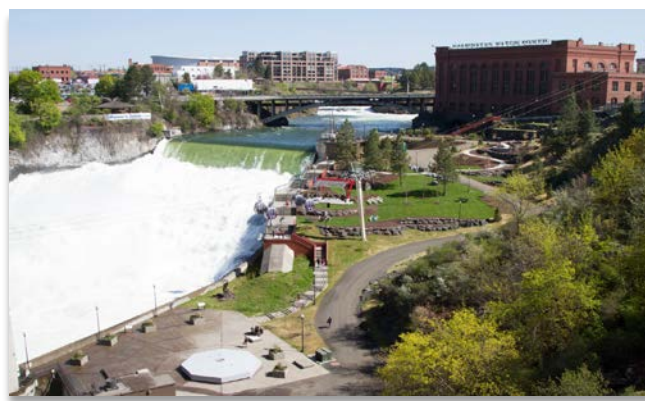
### Examples of Duties:

- Directs the maintenance and operation of the general accounting system of the City and its departments, offices and agencies.
- Keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties.
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the City.
- Performs all municipal functions and duties relating to the preparation, auditing, presenting and disbursement of claims and demands against the City, including payrolls. Manages major contracts for audit, accounting, consulting, investments, insurance, etc.
- Assist the City Administrator in the preparation and administration of the annual budget and six-year capital budget.
- Assist the City Administrator in developing City fiscal policy; recommends and approves City-wide financial policies.
- Prepares and presents to the City Council, through the Mayor and City Administrator, an annual statement and report of the financial condition of the City and other required financial reports.
- Establishes policies for and monitors all investment activities for the City's investment portfolio.
- Oversees internal and external City audits such as those involving businesses collecting taxes for the City.
- Oversees finance system replacement and/or enhancements.
- Serves as a member of the senior management on task forces and committees participating in the City's strategic efforts and addressing City-wide policy and management issues.
- Provides general financial consulting services to all city departments and funds, including financial analysis for existing and proposed services and capital projects, reviews of outside consultants' fiscal reports, converting technical financial information into usable formats for city officials and staff and advising city officials concerning federal, state and local legislative issues impacting the City's financial position.
- Performs related duties as directed

### Minimum Education and Experience:

Any combination of education and experience which would provide the required knowledge, skills, and abilities, is qualifying. Generally this will include:

- Graduation from an accredited four-year college or university with a degree in a field such as finance, accounting, business or public administration.
- Eight (8) years of increasingly responsible administrative experience in directing financial activities.
- Four (4) years' responsible supervisory experience, and meet the minimum education requirements to be eligible to take the CPA exam.



### Behavioral Standards:

As an exempt employee of the City of Spokane, the Director of Finance and Administration is subject to the City's code of Ethics set forth in Chapter 1.04A of the Spokane municipal Code. As such, *"It is the policy of the City of Spokane to uphold, promote and demand the highest standards of ethics from all of its employees and City officers, whether elected, appointed or hired. City officers and employees shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their City position, authority or resources for personal gain."*

**To apply, please send a cover letter, resume, and exempt application to Greg Kinyon, 808 W. Spokane Falls Blvd., 4<sup>th</sup> Floor City Hall, Spokane, WA 99201 or [gkinyon@spokanecity.org](mailto:gkinyon@spokanecity.org). Fax: (509) 625-6379.**



**The City of Spokane is proud to be an Equal Opportunity /  
Veteran's Preference Employer**