

THE DEPARTMENT & POSITION

The Finance Department provides the City of Medina a full range of accounting services. The department works to provide services and information to the public, the City Council, and city employees that are timely, impartial, supportive, and consistent with professional standards, legal requirements and City policies. Services of the department include: Treasury, ensure fiscal integrity & efficient use of revenue, budgeting, long-term financial planning, financial reporting, coordinating internal & external audits, risk management, payroll & AP, benefit administration. The department operates on a 2021 budget of \$525,000 with 1.7 FTEs including the Director.

Under the direction of the City Manager, the Finance Director will perform, control, interpret and communicate the financial operation functions of the City and provide information and guidance to city staff, City Council and residents of Medina regarding a variety of complex, professional, administrative, and technical accounting and finance functions required to maintain the fiscal records and systems of the City. The position works closely with an active Finance Committee, comprised of four Councilmembers. This position and supervises one employee. *This position is a working Director, who must be able personally perform all accounting functions, generate the annual financial reports and be the lead on the annual State Audit. The Department has a part time clerk that provides some essential separation of financial duties.*

For a full job description and to view the full responsibilities of the position, go to www.medina-wa.gov.



IDEAL CANDIDATE PROFILE

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, or a related field is required. Candidate must have at least five (5) years of professional finance experience, including two (2) years in a supervisory role or any equivalent combination of education and experience. The ideal candidate will have strong knowledge of Cash-basis and Fund accounting, GAAP, GASB 54 and the CAFR, and be committed to excellent customer service. The ideal candidate will have a proven track record of planning and coordinating internal staff and functions. Strong preference will be given to candidates who a high skill level in accounting software programs, including Vision Municipal Solutions.



Necessary Knowledge, Skills and Abilities:

- A high level of patience and the ability to translate complex financial concepts into simple terms that elected officials and the public can understand.
- Excellent skill in building and maintaining relationships with a variety of stakeholders.
- Finance has to play bad cop at times, but still maintain effective and respectful working relationships.
- The ability to stay engaged and not react emotionally.
- Experience working with highly successful individuals accustomed to asking hard questions, and the ability and confidence to say 'no' and 'I don't know', though provide answers and options in a timely manner, while being prepared to defend options if needed.
- The new director needs to be a strategic thinker and know limitations.
- An open-door policy and a commitment to maintaining good communication with staff and the Council is essential.

COMPENSATION & BENEFITS

- **\$109,368 - \$136,704 DOQ**
- Medical, Dental, Vision & Life Insurance (\$500K)
- Flexible Spending Account
- Public Employees Retirement System (PERS)
- Vacation & Sick Leave
- 10 Paid Holidays Plus 2 Floating Holidays
- 80 Hours of Management Leave
- City Deferred Compensation Match Up To \$500 Per Month



**Please visit:
www.meditina-wa.gov**

The City of Medina is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 31, 2022**. Applications will be reviewed as received and interviews scheduled for qualified applicants in order of receipt.