

CITY OF MEDINA

CLASSIFICATION DESCRIPTION

POSITION: Finance & HR Director

DEPARTMENT: Finance Department

REPORTS TO: City Manager

FLSA STATUS: Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

THE CITY OF MEDINA

Incorporated in 1955, Medina is located on the shores of Lake Washington. Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. With just over 3,200 residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest.

The City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The mayor is selected by the City Council and serves a two-year term.

The city provides general governmental services through six departments: the City Clerk’s office (also known as Central Services), Development Services, Police, Finance, and Public Works.

Mission: Ensure efficient delivery of quality public services, act as responsible stewards of Medina’s financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.

DEFINITION

Under administrative direction from the City Manager, the Finance and Human Resources Director will Perform, control, interpret and communicate the financial operation functions of the city. The position will 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 Director also acts as the Human Resources Manager for the City.

DISTINGUISHING CHARACTERISTICS

Responsible for the operations of all Finance and Human Resources functions of the city. The position reports to the City Manager.

SUPERVISION RECEIVED/EXERCISED: Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following):

1. Evaluate, develop, and recommend fiscal policy that will result in sound fiscal management. Analyze, interpret, and communicate financial operating results to provide information, guidance and support to City Manager, City Departments and City Council. Maintain all official accounting records in conformance with Cash Basis Accounting and Financial Reporting and Washington State Budgeting, Accounting & Reporting Systems (BARS).
2. Supervise and maintain the City's payroll operations to ensure the accuracy of employees' pay, deductions, and benefit payments.
3. Oversee the daily operations of the Financial, Payroll and Cash Management Systems and analyze and recommend process improvements.
4. Provide support to the City Manager and Department Directors in the preparation of the annual budget. Present the annual budget at Public Meetings and City Council study sessions. Prepare the City's Comprehensive Annual Financial Report (CAFR) and coordinate the Annual Audit.
5. Develops, adapts, or revises accounting systems and processes to better meet the needs of the Departments and City by applying acceptable accounting principles and methods.
6. Prepares financial reports according to cash basis accounting and BARS guidelines; prepares, maintains, verifies, and posts complex financial entries into Financial System in accordance with Washington State Budgeting, Accounting & Reporting guidelines.
7. Tracks revenue for Cash Receipts; prepares AR Invoices as needed; provides financial guidance on Cash Management processes; provides revenue reporting.
8. Reviews Accounts Payable Vendor Invoices and ensures invoices have budgeted funds available, department manager signature and clear business purpose; provides guidance on Accounts Payable processes; provides expenditure reporting.
9. Oversees & backs up Deputy Finance director who receives Monthly Timesheets and enters Employee Labor hours into Payroll System; manages benefit deductions; manages benefit and payroll reporting; manages benefit/deduction additions and changes.
10. Performs Month-End closing functions, including reviewing Journal Entries and creating Month End Financial Reporting.
11. Analyzes and interprets monthly financial reports and provides explanations and recommendations to management.
12. Coordinates, monitors and directs major accounting functions and activities such as fund accounting, grant accounting, investments, cash management, accounts payable, accounts receivable, capital fund accounting, budget development and payroll.
13. Responsible for research of accounting guidelines and implementation within departments.

14. Oversees State Government Quarterly filings and Annual Federal Form filings.
15. Research financial impact of operational changes. Develops, recommends, and implements policies and procedures to accommodate new programs, state statutes, and federal requirements.
16. Participates in the ongoing development and maintenance of automated accounting systems
17. Oversees & backs up Deputy Finance director who maintains records of cash received; prepares monthly bank reconciliation and reconciles fund balances to cash.
18. Records Revenue and Expenditures to appropriate BARS accounts in accordance with State Auditor's Office and City guidelines; maintains BARS Chart of Accounts.
19. Prepares special projects involving research and financial tracking, using spreadsheets and financial reports as requested by the City Manager or City Council Finance Committee.
20. Manages annual budget preparation, annual report, and aids the state auditor during audit periods as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES, HUMAN RESOURCES:

1. Administer benefits, wellness and deferred compensation programs. Serve as point of contact for and processes requests from LEOFF 1 members. Ensure benefit compliance with state and federal regulations, union agreements and city policies. Provide overview and benefits orientation to new employees, answer questions related to employee benefits, resolve benefit issues. Coordinate enrollment, changes, modification, or termination of employee benefits. Coordinate COBRA benefits coverage.
2. Administer Workers' Compensation and Leaves. Coordinate employee injuries and claims with Labor and Industries, manage, track and respond to unemployment insurance claims. Coordinate WCIA COMPACT training. Manage leaves of absence, including but not limited to FMLA, WFLA and WA Family Leave Act.
3. Involvement in employee relations and labor relations/contract administration. Provide guidance to managers, supervisors and employees on various human resources issues, such as career development, corrective actions, performance management, policy and procedures. Manage performance evaluation system in cooperation with city manager and department directors. Keep City Manager, department directors and staff informed of internal and external environmental changes as it relates to staffing, benefits, job market, etc. Create, review and revise employee handbook and policies for consistency with federal, state and city policies. Maintain knowledge of all union contract agreements and participate in labor negotiations and employee relations matters as led by City Manager.
4. Partner with department directors to provide recruitment and selection services.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office, and moderate in the field. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

SKILLS, QUALIFICATIONS AND EXPERIENCE:

- Be a strong, dynamic leader who can create and maintain a culture where teamwork and mutual problem solving are basic requirements for all employees.
- Be recognized as a strong team leader with a successful track record in providing innovative solutions to public finance challenges as well as can grow with a city in a supportive, fast-paced and changing environment.
- Excellent written and communication skills are essential.
- Encourage open communication based on an environment of trust and integrity.
- Ability to use financial models to develop and monitor the City Council's Strategic Goals.
- Human resources experience, preferably in a collective bargaining environment.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Finance/Human Resources Director. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree in finance or accounting; graduate degree or graduate level coursework preferred. The ideal candidate will have strong knowledge of Cash-

basis and Fund accounting, GASB 54 and the CAFR, and be committed to excellent customer service. He/She will have a proven track record of planning and coordinating internal staff and functions. Strong preference will also be given to candidates who possess a CPA and a high skill level in accounting software programs, including Vision Municipal Solutions and ADP.

Knowledge Of:

Thorough knowledge of regulations, policies, and procedures, principals and practices which apply to accounting and financing in municipal government. Knowledge of Payroll applications and procedures & applicable laws. Operation of a variety of computer applications including word processing, spreadsheet, and data processing, equipment and applications specific to municipal government. Formulate, initiate and administer policies and procedures for effective fiscal control. Maintain effective and respected work relationships with staff, elected officials, and the public. Present and communicate ideas and concepts in public and in private, verbally and in writing. Make independent judgments which have highly significant impacts on the organization. Possess knowledge of laws, legal codes, government regulations and the democratic political process.

Ability To:

Analyze and interpret complex financial data; prepare financial reports and detailed accounting records. Maintain accurate accounting records. Apply accounting principles to municipal organizations in accordance with BARS requirements. Maintain confidentiality of payroll and other records. Organize, prioritize and perform work assignments independently; Communicate effectively with elected officials, city staff, and the public using tact, discretion and courtesy.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the city and employee. It is subject to change by the city as the needs of the city and requirements change.

Fair Labor Standards Act (FLSA): Employees in this classification are exempt under the FLSA.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Development Services Director position, and I certify that I have the necessary education, knowledge, experience, and physical requirements required to perform the essential functions of this position.

Date _____