



Employment Opportunity

Kittitas County, Washington

POSTED: 4/25/17

CLOSES: When Filled

FINANCE MANAGER

The current vacancy in the Public Works Department is a full-time, benefited, exempt, position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence 5/2/17 and continue until a suitable candidate has been found.

SALARY RANGE: \$4,937 – \$6,643 per month

ESSENTIAL FUNCTIONS:

Financial Management

- Maintain integrity of department's financial software system modules including Job Cost, Inventory, Equipment, and General Ledger.
- Prepare annual financial report (including WSDOT and CRAB) and create periodic financial management reports for the Public Works Director and supervisory staff. Assist in interpreting financial data.
- Conduct financial trend analysis, interpret data, and provide forecasts and recommendations.
- Monitor and apply accounting principles, internal controls, provide recommendations and schedules for major accounting functions, and implement revisions and new procedures as required.
- Assist the Maintenance Manager with the development of the County Road Maintenance Management System. Develop monthly reporting as required by CRAB.
- Responsible to coordinate, facilitate and provide information for the department's annual audit by the Washington State Auditor's Office. Coordinate with technical support.
- Serve as Investment Officer for the Public's Works funds; coordinate investments with the County Treasurer.
- Emergency Management – Act as Alternate Applicant Agent, assign project numbers, communication with Federal Emergency Management Agency staff and state Military Department staff, manage project reimbursement and project closeout.
- Develop financial policies and procedures for the department.

Budget

- Prepare annual budget for the Director's review, including data collection and coordination with supervisory staff and County Auditor's Office.
- Monitor the annual budget, analyze accounts and recommend adjustments.
- Audit monthly payroll, review and approve accounts payables.
- Monitor State and Federal grant reimbursement.
- Audit contractor pay estimates. Assist with periodic project audits by granting agency.

Administration

- Create and maintain a supportive work environment and an efficient, engaged team.
- Perform supervisory functions including staff assignments, training and development, coaching and feedback, and evaluation of employee performance; make recommendations for recruitment as well as disciplinary actions when necessary.

Kittitas County is an Equal Opportunity Employer

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- Ensure compliance with various County policies, procedures, labor contracts, etc.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Five (5) years government experience in accounting, budgeting or fiscal management including two (2) years in a supervisory capacity.
- A four (4) year degree from an accredited college or university in Accounting, Governmental Finance, or closely related field.
- Advanced level experience with computerized accounting software and Microsoft Excel and Word.
- Equivalent documented education/experience may be considered in lieu of education.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

PREFERRED QUALIFICATIONS:

- Previous related work experience in a Public Works department.
- Advanced experience in cost accounting.
- Advanced experience in state and federal grant management.

WORKING CONDITIONS:

Work is primarily performed in an office setting with occasional need to work in outdoor or non-office environments. Office space is limited and requires employees to work in close proximity of each other. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach with arms and legs. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate clearly via telephone and in person. Safety policies and procedures must be adhered to at all times.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which will often include evenings, weekends and holidays.

Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight. Periodic travel will be required for ongoing training opportunities and attendance of meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

****Application process on next page****

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and Three (3) Personal References and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

1. One of the duties of this position is grant management. Please list any grants that you have experience with and your responsibilities in grant management including reimbursement. Specifically identify various federal and state agency grant reporting system that you have worked with.
2. Describe the financial management software you have experience with, the various financial applications that were used and your role in maintaining the integration of the system.
3. Describe your personnel management experience. Specifically identify your experience disciplining employees within in labor contract environment.
4. Describe your training and experience that uniquely qualifies you for the position of Finance System Manager within the Public Works Department.
5. You disagree with the Director's approach to budgeting within an enterprise fund. How do you resolve the conflict between your opinion and the direction given by the Director?