



# The City of SeaTac



is seeking a

## Finance & Information Systems Director

\$8,950 - \$11,457 per month plus excellent benefits



*Incorporated in February, 1990, the City of SeaTac is located just south of Seattle, adjacent to the cities of Tukwila, Kent, Normandy Park, Des Moines and Burien. The City is 10.3 square miles in area and has a population of approximately 25,500. SeaTac is a vibrant community, economically strong, environmentally sensitive, and people-oriented. The Seattle-Tacoma International Airport, operated by the Port of Seattle, is situated in the heart of SeaTac. Sea-Tac is the 17th busiest airport in the United States, serving close to 31 million passengers a year. There is a wide range of excellent outdoor recreational opportunities close to SeaTac, including hiking, camping, sailing, fresh and salt water beaches and snow skiing in the Cascade Mountains. Mount Rainier National Park is located 60 miles southeast of SeaTac.*

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[www.ci.seatac.wa.us](http://www.ci.seatac.wa.us)

## **THE COMMUNITY:**

The City of SeaTac is a thriving city with a blend of hospitality related industry, single family residences, apartments, and amenities for visitors, business travelers and residents.

Many exciting projects have been in progress, including light rail transportation and improvements to various City parks. While development has slowed across the nation, SeaTac has witnessed the commencement and continued expansion plans for new light rail service, the development of a new \$400 million consolidated rental car facility, planning for new hotels, construction of a new commercial parking structure, and a City commitment to infrastructure investment in roads, sidewalks and parks. The citizens take great pride in their City and are working toward making SeaTac an attractive and vital community in which to live and work..

## **CITY GOVERNMENT:**

The City of SeaTac is a Council-Manager form of government. The SeaTac Council makes policy, land use and budget decisions to be carried out by the City Manager. The Council's mission as policy-maker is to assist the City of SeaTac in becoming economically strong, environmentally sensitive, visually pleasing and people-oriented with a socially diverse but cohesive population and employment mix. These attributes create a positive identity and image for the community and contribute to a City that works for its citizens.

## **THE FINANCE & INFORMATION SYSTEMS DEPARTMENT:**

The Finance and Information Systems Department is responsible for all accounting, budgeting, payroll and systems related functions for the City. The department is made up of two divisions:

### **Finance Administration**

Performs cash receipting, business licensing, accounts payable, payroll, accounts receivable billing, capital asset accounting, purchasing, financial reporting, budget preparation, auditing and reporting.

### **Information Systems (including Geographic Information Systems (GIS))**

Administers the City's voice/data network, computer hardware, computer software applications, Geographic Information Systems (GIS) and provides technical support to approximately 170 desktop computer users. Supports the efforts of a City-wide employee committee maintaining the City's web site.

## **THE IDEAL CANDIDATE:**

The City is looking for a talented director or senior professional from a public sector organization of comparable complexity and size with extensive knowledge and experience in all aspects of City finance.

The ideal candidate will work to build trust and strengthen department relationships while providing exceptional customer service.

## **THE POSITION:**

Under the direction of the City Manager, plan, organize, direct, and control the City's overall financial operations, fiscal planning functions, and systems administration; analyze, review and make recommendations to the City on financial matters; establish program functions within the department; supervise and evaluate the performance of assigned personnel.

- Plan, organize, direct, and evaluate the City's overall financial operations, fiscal planning functions, and information systems administration; serve as the Plan Administrator for pension and other deferred benefits plans.
- Establish and oversee financial functions within the department including accounts payable, accounts receivable, equipment rental, job costing, fixed assets, purchasing, payroll, budgeting, grant and project accounting, and others as assigned; assure compliance with State, federal and local policies, procedures, rules and regulations.
- Direct the City's accounting and reporting operations, including maintaining accounting systems, establishing and maintaining internal financial controls, preparing and directing required financial reports, and conducting internal audits according to established laws, regulations, policies, and procedures.
- Oversee and coordinate financial planning efforts, including the operating budget, capital improvement programs, individual budgets for special purpose/non-operating funds and financial forecasts.
- Supervise and evaluate the performance of assigned personnel; receive recommendations from supervisors regarding employee performance; discipline employees according to established procedures.
- Develop and analyze the department's organization structure and organize major accountabilities and functions into effective and measurable units.
- Direct the City's cash management function including collecting, depositing, investing and disbursing public funds controlled by the City; issue and repay City debt, collect accounts receivable, provide central cashiering services, and manage the City's various impress funds.
- Oversee the City's management information system platform and software/hardware for software applications; direct the maintenance and development of financial software and staff procedures needed to operate and integrate the City's various financial components; recommend hardware configurations as appropriate.
- Operate a variety of office machines and equipment including a calculator, 10-key, printers, facsimile, telephones, computer, and related software.
- Communicate with a variety of City departments and outside organizations to coordinate activities, exchange information, and resolve issues or concerns.
- Prepare, maintain and submit a variety of records and reports related to financial systems; prepare and present regular financial statements to the City Manager and City Council.
- Attend Council meetings and a variety of other special interest meetings as required.

## **EDUCATION & EXPERIENCE:**

- Bachelor's degree in finance, accounting or business administration. Masters degree preferred.
- Five (5) years experience in governmental accounting, budgeting or fiscal management including three (3) years in a supervisory capacity.
- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

## **LICENSE AND OTHER REQUIREMENTS:**

- Intermediate to Advanced Microsoft Excel and PowerPoint skills.
- Knowledge of Tyler Technologies Eden software preferred.
- Valid Driver's License. A three year driving record abstract must be submitted prior to hire.
- A comprehensive credit check will be conducted prior to hire.

## **TO APPLY:**

Submit a City of SeaTac application, resume and cover letter addressing your qualifications for the position. The City accepts online applications only. Visit [www.ci.seatac.wa.us](http://www.ci.seatac.wa.us). Click 'Employment' then 'Job Opportunities'. Open until filled. First application review December 19, 2011. EOE