



FINANCE DIRECTOR

\$145,908 - \$188,568

Plus excellent benefits including a generous list of hiring incentives.

Apply by

September 29, 2024

(First Review, Open Until Filled)



WHY APPLY?



Located at the foot of the Cascade Mountains and just 35 miles north of Seattle, the City of Monroe offers residents and visitors alike easy access to abundant outdoor recreation opportunities. Monroe is regarded as a vibrant and growing community that blends natural beauty with a high-quality lifestyle.

As the incoming Finance Director, you will have the opportunity to work alongside a professional and experienced team dedicated to exceptional public service. The City Council is highly professional and enjoys an excellent collaborative partnership with the Mayor and city staff. With a council-adopted long-range strategic plan, AA credit rating, and fully funded reserves, Monroe provides a solid foundation for continued financial stability and growth. If you are a finance professional looking to make a meaningful impact in a community that values collaboration, inclusivity, and excellence, Monroe is the place for you.



The City of Monroe offers comprehensive hiring incentives that include a potential financial incentive in three installments over the first year of employment, sick leave and vacation accrual incentives, employee commitment incentives, and other additional benefits. More about the City's hiring incentives can be found [here](#).

THE COMMUNITY

From the lively streets of Monroe's historic downtown to the serene beauty of its natural surroundings, Monroe is a dynamic community where people from all walks of life can find a place to call home. Nestled against the foothills of the Cascade Mountains, near the confluence of the Skykomish and Snoqualmie rivers, Monroe's roots trace back to the Indigenous Coastal Salish peoples. Since its incorporation in 1902, Monroe has evolved from a modest settlement into a city of regional significance, now home to over 20,000 residents.

The city has transitioned from its agricultural roots to become a regional industrial and manufacturing center, supporting both national retail stores and locally owned businesses.

City residents and visitors take advantage of the city's proximity to Stevens Pass, the Skykomish River, and numerous local parks and trails.

Monroe's leaders and residents are committed to fostering an equitable and inclusive community. With nearly 17% of residents identifying as Hispanic or Latino and 26 different languages spoken in the Monroe School District, the city embraces its diverse population. Monroe continues to build on its rich history, striving to realize its vision through Imagine Monroe, creating a place where its vibrant community can thrive.



THE CITY

The City of Monroe operates under a strong Mayor/Council form of government. The voters elect seven City Council members, in a non-partisan election, to serve four-year terms. The Mayor is elected by the voters and is the chief executive and administrative officer of the city.

The Mayor is in charge of all departments and employees. The Mayor hires a City Administrator to oversee and supervise all departments. The Mayor and Council establish priorities for the City Administrator through adoption of the biennial budget and strategic objectives designed to help achieve the City's long-range goals.



The City has a FY23/24 biennial budget of \$198,079,593 employs 130 FTEs. Departments include the Executive, City Clerk, Community Development, Economic Development, Finance, Human Resources, Municipal Court, Parks & Recreation, Police Department, and Public Works. The city also has 9 boards consisting of 51 total members, including the Civil Service Commission, Community Human Services Advisory Board, Economic Development Advisory Board, Ethics Board, Lodging Tax Advisory Committee, Park Board, Planning Commission, Salary Commission, and LEOFF-1 Board.



IMAGINE MONROE

"Imagine Monroe" is a community-driven vision for the future of Monroe. Developed in 2021 with input from over 1,300 residents, a 20-member Community Sounding Board guided the process, ensuring diverse perspectives were included. Imagine Monroe defines who the City aspires to be today, and tomorrow. These principals will guide the City for the next 30+ years through budget and policy decisions, partnerships and advocacy, strategic planning, and programs and operations. Adopted by the City Council on December 14, 2021, "Imagine Monroe" is as follows:

A lively center surrounded by nature. A place of beauty and goodwill.

Monroe's parks, waterways, and environment are healthy and accessible for everyone to enjoy. The City's historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products. Residents can find everything needed with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure - creating a safe place for all.

In Monroe, everyone feels at home, and everyone feels they belong.

To learn more about Imagine Monroe, please visit:

www.monroewa.gov/995/Imagine-Monroe-Visioning-Project

THE DEPARTMENT

The City of Monroe Finance Department operates with 7 FTEs on a FY23/24 budget of \$1,823,582. The Department supports Imagine Monroe by serving both internal and external customers. The department provides friendly and responsive customer service to all through utility billing for our water, sewer, and stormwater utilities, payroll, accounts payable, accounts receivable, cashiering, accounting, and budgeting services. For many, the Finance Department is the first point of contact for walk-in and phone customers. The Department manages the City's fixed asset, debt, and investment portfolios and serves as the City's liaison with the Washington State Auditor's office.



THE POSITION

Under the direction of the City Administrator, the Finance Director will be a strategic and forward-looking participative leader who will oversee and manage all aspects of the City's financial operations. This key role involves driving fiscal policy, ensuring budgetary compliance, and spearheading financial planning to support the City's growth and sustainability. The ideal candidate will have a proven track record in public sector finance, exceptional analytical skills, and the ability to collaborate with various stakeholders to achieve the City's financial goals. The City is looking for the right candidate to join the team in this pivotal position and contribute to the economic health and prosperity of the community.

To view a full job description, please view the attachment found [here](#).

IDEAL CANDIDATE

Education and Experience:

- A bachelor's degree in business administration or a similar field.
- Seven (7) or more years of progressively responsible experience in government accounting, with a minimum of three (3) years of management experience.
- CPA certification is desired, but not required.
- Ability to pass a credit report verification process in order to be bondable.

Any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities will be considered.

Necessary Knowledge, Skills and Abilities:

- Knowledge of modern principles and practices of public finance and administration of ordinances and state laws governing financial management of the municipal government.
- Ability to analyze budget estimates, financial data, revenue forecasting and detect improper and unrealistic requests and estimate tax revenues within reasonable limits.
- Knowledge of investments and to meet cash flows with investment maturities.
- Ability to supervise and coordinate accounting, cashiering, purchasing and other related financial functions.
- Ability to build a functional and effective team.
- Ability to work in a fast-paced environment.
- Ability to develop, implement and maintain effective record keeping systems, procedures and policies.
- Ability to lead large projects from inception to completion with close attention to detail.
- Ability to establish and maintain working relationships at various levels.
- Ability to build collaborative relationships with other departments.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- Ability to express oneself effectively in all avenues of communication.
- Implement Enterprise Resource Planning software.

COMPENSATION & BENEFITS

- **\$145,908 - \$188,568 DOQ plus a [generous employee recruitment incentive policy](#).**
- 93% Employer paid medical/dental vision premiums for employees and dependents.
- Retiree's medical.
- PERS eligible.
- \$105 per month employer VEBA contribution.
- 3% deferred compensation match.
- \$50,000 life insurance employer paid.
- Employee Assistance Program.
- 8 hours per month sick leave accrual.
- 80 hours' exempt leave annually for Directors in addition to vacation accrual.
- Remote work policy.
- Access to City workout facility.



For more information on the community and City of Monroe, please visit:

www.monroewa.gov
www.choosemonroe.com



The City of Monroe is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 29, 2024** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "Finance Director – City of Monroe, WA" and click "Apply Online" or click [here](#).

PROTHMAN

www.prothman.com

206.368.0050