



City of Tukwila **FINANCE DIRECTOR** *Recruitment Announcement*

Tukwila was incorporated as a city in 1908. Since that time, the city has continued to grow and flourish as a center of commerce for South King County. At the crossroad of two interstate highways – I-5 and I-405 – and within five minutes of an international airport, Tukwila is a local leader in retail/commercial sales, warehousing, and distribution of goods and manufacturing.

More than 22,600 people reside in Tukwila. Nestled in the hills surrounding the major commerce corridors are quiet residential neighborhoods. With a history of welcoming immigrants and refugees, Tukwila is one of the most diverse communities in the country. Police, fire, schools, libraries and other vital services engage with residents to provide for a desirable quality of life.



About the Position

Under the direction of the Mayor and the City Administrator, the Finance Director serves as a member of the City's leadership team, leading and supervising a staff of 14; the Director is responsible for planning, developing, implementing, administering, and evaluating the programs and services of the Finance Department based on the city's present and future needs. The Finance Director is responsible for presenting fiscal policy recommendations to the Mayor and City Council to assist them in making decisions that will maintain and enhance the financial health of the city.

In addition, the Director is responsible for development of short and long-range plans to meet targets set by the Mayor and City Council. Specific duties and responsibilities include: financial planning, budgeting, cash & investment management, debt management (bond financing), purchasing, development and administration of financial policy; oversight of accounting, payroll, accounts payable, and utility billing functions; internal auditing and tax collections (including a new business & occupation tax). The City will implement the final phases of a new and comprehensive financial system upgrade in 2024-25, led by Finance Department staff.



The Ideal Candidate

For this important role the City of Tukwila seeks an experienced, proactive and collaborative leader who is deeply committed to the success of the City and is a strategic big-picture thinker. The Finance Director will stay ahead of the curve: recognize the broad implications of financial issues; show openness to new perspectives; see the relationship between people, teams, business processes and outcomes. Candidates should have a proven record of success as a senior financial leader and manager in a complex organization, be skilled at public speaking and knowledgeable and committed to communicating well with internal and external customers.

Performance Dimensions and Expectations

FINANCIAL MANAGEMENT

- Translate complex financial issues and information into common language that others can understand. Develop and present written, oral and graphic communications. Support the City of Tukwila's strategic plan by providing quality financial and business services while preserving its assets and ensuring transparency in planning, budgeting and compliance.
- Monitor and benchmark financial performance and identify and report on productivity and efficiency of departments' use of capital assets and financial resources. Be proactive regarding effective approaches to capitalize on opportunities or mitigate threats.
- Establish and maintain procedures and controls over city revenues and expenditures; collaborate with the Mayor, City Administrator, and department directors to establish metrics and outcomes to manage each department's expenditures.
- Interpret financial data, present financial facts, and

advise the Mayor and Council about the city's financial condition. Advocate the benefits of good management practices such as financial planning and oversight, sound financial policies, and compliance and monitoring of internal controls.

- Ensure that monitoring systems are in place to track compliance with all federal and state laws and regulations and that finance staff have the training necessary to comply with relevant laws and regulations.
- Lead the preparation and presentation of the biennial budget. Provide assistance to the Mayor, City Administrator and department directors in budget preparation; prepare and make presentations to provide information and recommendations to the Council and Mayor relating to budget and financial management; provide internal consulting services, assess fiscal needs and serve as technical advisor to department directors, managers, supervisors and employees regarding fiscal matters.

LEADERSHIP

- Take a long-term financial view and build a shared vision with the Mayor and city council. Act as a catalyst for progressive financial strategy and planning. Help others to translate vision into action.
- Develop the ability of others to perform and contribute to the city by providing ongoing performance feedback and opportunities to learn through formal and informal methods.
- Engage and inspire others. Create and communicate a vision aligned with the city's strategic plan. Clarify others' roles and responsibilities and inspire a sense of personal ownership and commitment to work. Create a high-performance work environment and recognize the achievement of others.
- Foster team commitment, spirit, pride, and trust. Facilitate cooperation and motivate finance team members to accomplish group goals.
- Consider strategic financial issues affecting the city when making decisions; create strategies that balance long and short-term goals.

- Recruit, attract and select competent staff; interview effectively; provide effective orientation for new employees. Build a team with complementary strengths; proactively resolve staffing problems.
 - Champion of workforce equity, diversity and inclusion and committed to the continuing implementation of the City's adopted equity policies.
- CUSTOMER SERVICE**
- Provide exceptional customer service: anticipate and meet the needs of both internal and external customers;
 - deliver high-quality products and services; demonstrate commitment to continuous improvement.
 - Use cross-functional teams to improve financial work processes to more clearly meet customer requirements.
 - Identify systemic or organizational barriers that may prevent the Finance Department from creating quality experiences for internal and external customers. Give front-line employees the training, support and authority to do what is right for the customer.
 - Create trust and openness with customers. Demonstrate a genuine interest in them and an understanding of the issues they face.
 - Define and communicate expectations with staff for quality customer service outcomes, process standards and process management tools; use statistical information to identify trends and track progress; investigate, benchmark, and adopt best practices from within and outside the city.



Desirable Qualifications

Bachelor's degree in finance, accounting, economics, public administration, business administration or related field; and five years of increasingly responsible fiscal and governmental accounting experience in a senior leadership role within a complex government agency, for-profit corporation or a not-for-profit that involves leading a diverse staff and management of significant funds. Experience working with elected officials is a plus.

Note that Tukwila is a smaller city that has implemented full accrual basis of accounting (different from cash basis). It would be beneficial for the Finance Director to have knowledge and practice of full accrual, governmental GAAP accounting. The majority of the city workforce is union-represented. Experience working in an environment to proactively and positively manage labor relations is preferred.

Total Compensation

The annual salary range for this position is \$190,344 - \$255,096. The City offers a competitive benefit package including health, vision, and dental insurance, as well as vacation and sick leave. The City participates in the State of Washington retirement system.

APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. Please submit your application materials as soon as possible but no later than July 22, 2024 by visiting www.karrasconsulting.net and clicking on “view open positions.”

The City of Tukwila is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance.



About the City

Tukwila is one of the most diverse communities in the country, with more than 80 languages spoken in its schools. More than 50% of Tukwila households speak a language other than English at home and 40% of residents were born in another country.

Tukwila has a strong business sector. With over 40,000 jobs and one of the region's main retail destinations, over 150,000 people come to Tukwila every day to work, shop, and play. Anchored by Westfield Southcenter, which is the largest mall in the Pacific Northwest, Tukwila is a retail powerhouse. Tukwila hosts thousands of jobs in global aerospace and advanced manufacturing and is home to a number of corporate headquarters. It is also home to hundreds of small businesses, many of which are owned by members of Tukwila's diverse international community.

Tukwila is not just a great place to live and work, but to visit as well. In addition to shopping and dining, visitors to Tukwila can tour the Museum of Flight, skydive indoors, attend a SeaWolves major league rugby match, and enjoy other activities like bowling, movies, go-carts, and the beautiful regional trail system.

Tukwila is central in the Puget Sound region and enjoys access to all of the region's amazing amenities such as boating, camping, cycling, hiking, skiing, snowshoeing, and a vibrant arts and culture scene with art, dining, live music, sports, and entertainment.

