



The City of La Center
Seeks A
Finance Manager/City Clerk

Annual Salary: \$90,000-96,000 + Generous Benefits

An Excellent Growth Opportunity for the Ideal Candidate

The City of La Center is a beautiful small city surrounded by rolling hills and numerous waterways that offer a variety of outdoor recreation activities including hiking, fishing, kayaking, and canoeing. La Center continues to provide a small-town living environment to its residents, and yet it is located just minutes from the cities of Vancouver and Portland. The City operates under a strong Mayor form of government with five members on the City Council. Served by independent fire, library, and water districts, the City provides police, public works, parks, planning, land use, and wastewater services to a population of approximately 3,200 residents with a 3.9% population increase in recent years. The development nearby of a large casino by the Cowlitz Tribe has provided an opportunity for business development at the to Interstate 5 exchange which is near the casino. The Finance Manager is an exempt position that reports to the Mayor and is a member of the Leadership Team.



Primary Responsibilities/Essential Functions

- This finance professional ensures the financial management, accounting, and the financial reporting practices (on a cash basis) of the City are compliant with GASB practices and principles and the Washington State Auditor's Office requirements.
- Manage and oversee a small staff responsible for the accounting and financial functions of the City's payroll processes including employee benefits, banking activities, procurement and vendor contracts, accounts receivable/payable, and utility billing of sewer services, and ensures a strong system of internal controls exist specific to City financial principles.
- Prepare and oversees the City's annual operating budget of 5.2 million and a total budget of \$8.0 million. Work collaboratively with the Budget Committee, Mayor, and City Council to ensure transparency and accountability of the City's finances.
- Prepare a wide range of written monthly, quarterly, and annual financial reports for review and approval by the City's elected officials as required by the State Auditor's Office.
- Present the City's accounting, financial, and budget functions in a clear, concise, and user-friendly manner to elected officials, business representatives, community members, and the City's workforce
- Incorporate a Lean Initiative focused on improving the efficiency of the City's internal accounting and finance functions.

The City of La Center Is an Equal Opportunity Employer.
The City Is a Drug and Tobacco Free Workplace

- Ensure the City's internal records and document systems to include official ordinances, resolutions, and legal documents are managed in accordance with Public Records Act, RCW 42.56 and Archives and Records Management guidelines.
- Provide guidance to elected officials and City leaders in operating public meetings in accordance with the Public Meetings Act per RCWs 42.30 and 42.32.
- Research very complex, detailed and at times conflicting regulations and guidelines; seek counsel and guidance from the City's attorney or the appropriate regulatory agency.
- Oversee the IT consultant's delivery of IT services to the City to include troubleshooting problems in the delivery of service, in archiving or retrieving electronic data, in determining the integration of new technology, and in maintaining an effective and efficient computer and technology system.
- Responsible for delivering a high level of customer services when interacting with the community, elected officials, and other City departments in accordance with the City's Guiding Principles.
- This manager works a Monday-Friday work-week and attends two evening City Council meetings per month. There is occasional travel in the region or state to attend business meetings, conferences, or training. This employee works in an office setting and uses standard office equipment. The job duties listed above are not all-inclusive.

Job Qualifications/Competencies

- A Bachelor's degree in accounting/finance management, economics, accounting, or public administration with an emphasis in finance management. CPA desired, but not required.
- Three (3) years of progressively responsible experience in managing a small employer's accounting and financial functions in accordance with BARS and RCWs.
- One (1) year of supervisory experience (desired by not required) in managing the performance of the employees responsible for accounts/payable, payroll, utility billing, and records management
- Prior experience with Springbrook accounting software is preferred but not required.

Total Compensation

- Annual Salary: \$90,000- \$96,000 DOE
- Member of AWC Employee Benefits Trust (100% paid medical, dental, and vision for the employee and 75% for dependents) plus employer paid Life Insurance and Long-Term Disability.
- Participation in the Washington State Public Employees Retirement Systems (PERS), opportunity to participate in an employer-sponsored Deferred Compensation Program; generous paid time off.

To Apply: Please send your resume and cover letter to Janice Corbin at sescorbin@msn.com Include in your cover letter how your job experience, education and knowledge that qualifies you to perform the essential functions of the position.

Open: July 16,2018

First Review of Resumes: August 6, 2018

Open Until Filled