



**White Salmon Special City Council Meeting
A G E N D A**

January 10, 2025 – 5:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 854 0398 2746

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/85403982746>

- I. Call to Order**
- II. Roll Call**
- III. Business Items**
 - A.** Approval of Job Description - Finance Director
 - 1. Presentation
 - 2. Discussion
 - 3. Action
- IV. Adjournment**

File Attachments for Item:

A. Approval of Job Description - Finance Director1. Presentation2. Discussion3. Action



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, not necessary

Meeting Date:

January 10, 2025

Agenda Item:

Approval of Job Description-Finance Director

Presented By:

Marla Keethler, Mayor

Action Required:

Review and take action on new Job Description for a Finance Director.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Job Description for Finance Director.

Background of Issue:

Current Clerk Treasurer will be leaving employment as of January 31, 2025.

Explanation of Issue:

The job description presented would be responsible for the finance duties of the soon to be vacant Clerk Treasurer position. Deputy Clerk, Troy Rosenberg will be responsible for the majority of clerk duties as outlined in his job description.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

The adopted 2025 budget contains funding for the Clerk Treasurer position at roughly \$92,000. When a candidate for the Finance Director is determined, the salary and benefits may need to be adjusted to reflect changes.

Follow Up Action:

If approved the job description will be posted on Monday, January 13, 2025.



City of White Salmon

POSITION DESCRIPTION
JANUARY 2025

POSITION TITLE: DIRECTOR OF FINANCE AND OPERATIONS

REPORTS TO: Reports directly to the Mayor under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: 48-1 to 48-7 (DOE)
\$84,996.24 - \$101,490.00/annually

STATUS: Full Time / Exempt

AFFILIATION: Non-Union

WORKWEEK 40

BASIS:

JOB SUMMARY: The Director of Finance & Operations position is a senior level position and is responsible for the management and monitoring of all city funds and processes, including, maintaining the accounting system and records to readily reflect the financial condition of the City. Responsibilities shall include oversight with respect to budgeting, long-term financial planning, accounting operations, grant management, loans, investments, and financial reporting. The various types of funds being managed under this position include, but are not limited to, the general fund, special revenue funds, debt services funds, capital improvement funds and enterprise funds. This position will also have supervisor responsibilities. The City Finance Director is also responsible for the accounting and financial reporting of the City's regional water and wastewater utilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain and operate the general accounting system(s) for the City.
2. Establish and/or maintain procedures and controls over municipal revenue and expenditures for the City.
3. Oversee all municipal functions and duties relating to the preparation, audit, presenting and disbursement of claims and demands against the City, including payrolls; manage major contracts for auditing, accounting, consulting, investment, insurance, etc.
4. Work with the City Mayor and Administrator in the preparation and administration of the annual budget.
5. Assist in developing City fiscal policy; recommend and approve Citywide financial policies.

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6. Prepare and present to the City Council an annual statement and report of the financial condition of the City, and other required financial reports as needed.
7. Establish policies for and monitor all investment activities for the City's investments.
8. Oversee internal and external City audits.
9. Oversee finance system replacement and/or enhancements.
10. Present issues and recommendations on major issues requiring policy direction to appropriate bodies and to the City Council.
11. Keep informed of new trends, developments, laws, and regulations impacting the activities of the City.
12. Supervisory responsibilities include but are not limited to planning/assigning/directing work of others supporting financial functions, rewarding and disciplining employees, interviewing, training employees, hiring recommendations, addressing complaints, and resolving problems within the Finance Department.
13. Performs related duties as required.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Familiarity with MSOffice, Adobe Creative Cloud and variety of office equipment, including computers, copiers, phone systems and calculations.
- Principles, practices and methods of municipal government and organizations.
- BARS – governmental Baseline Accounting and Reporting System.
- Mathematical, language and reasoning skills.
- Applications and implementation of computer systems and filing systems.

Ability to:

- Project a professional and friendly image through in-person and phone interaction.
- Maintain a high level of customer service in all interactions with the public.
- Type and proofread materials, documents and reports for accuracy, grammar, punctuation, etc.
- File and do general data entry.
- A high degree of independent judgment, initiative and discretion.
- Maintain confidential data and information.
- Communicate effectively in both oral and written form.
- Analyze and solve problems.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in accounting, finance, business administration, or other closely related field.
- At least 5 or more years of progressively responsible experience in municipal government finance.

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- Certified Public Finance Administrator Certification preferred.
- Valid Washington State Driver’s License.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This can be a hybrid position, and onsite work would typically be performed in a private office located in a moderately noise office environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs.

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required for special city business, when appropriate. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of White Salmon is an Equal Opportunity employer.