



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321
360-829-1921 ♦ Fax 360-829-2659 ♦ <http://www.cityofbuckley.com/>

Job Announcement #06-19

The CITY OF BUCKLEY invites qualified applicants to apply for the position of Finance Director: JOB #06-19, 2019 Salary Range \$8,403 to \$10,243/MO, + excellent benefits! This is a permanent full-time position. This is an open until filled job posting with first review on June 1, 2019.

The City of Buckley is seeking a strong, experienced leader for the Finance Department. This position is responsible for administrative work directing the accounting activities of the City of Buckley. Under the general supervisory control of the City Administrator/Mayor, while exercising wide latitude and independence in the organization, direction, and control of the job requirements. The employee occupying this position classification will direct, manage, supervise, and coordinate the finance operations of the City's Finance Department. Functions include the professional accounting, financial record keeping, payroll, benefits, accounts receivable and payable, cash, debt and investment management, and procurement in accordance with the authorities and duties mandated by RCW 35A.42. Serve as system administrator for the City's enterprise system and oversee the implementation of proper internal controls and application of best practices for the City's financial operations. Recommend policies and procedures as well as ordinances and regulations necessary for the smooth functioning of the Finance Department. Within the framework of municipal policy, the employee works independently in seeing that desired work results are obtained by the City administration. The employee occupying this position must perform the duties of City Treasurer/Finance Director and Auditing Officer.

Qualification Requirements: To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree in business administration, accounting, finance or related discipline supplemented by approximately five years professional work experience, two of which were in a supervisory capacity. A Master's Degree in an appropriate discipline is desirable and government experience is preferred, OR any combination of education and experience which demonstrates competency and capability.

Download applications and copy of the full job description from our website on the government page at <http://www.cityofbuckley.com> or request one by mail at P.O. Box 1960, Buckley, 98321, or stop by City Hall, 933 Main Street. No phone calls please. Position is open until filled. First review of applications will occur June 1, 2019. EOE/ADA

Please submit resume and application at City Hall: 933 Main Street, or via mail at Attn: City Clerk, PO Box 1960, Buckley, WA 98321; or via email at tpercival@cityofbuckley.com.