

# Financial Planning Manager - City of Kirkland (Job # 20-0018)

Minimum Salary: **\$98,752.32 per year**

Maximum Salary: **\$127,418.40 per year**

Employment Type: Full Time

Department: Finance & Administration

**Open until filled..** Applications first reviewed on:

Thursday, February 20, 2020

(Open to current employees and the general public.)

Apply at: <https://www.govjobstoday.com/JobAnnouncement.aspx?jid=10093>



## Summary

The Financial Planning Manager position manages the City's budgeting and capital improvement program processes, long range financial planning, and financial analysis functions. The City of Kirkland, Washington, is located on the northeastern shoreline of Lake Washington, with a small town feel, a sense of history, and a strong appreciation for quality of life. Kirkland is a thriving community with award winning parks, recreational activities, a quality education system, accredited public safety programs and a healthy business community. Kirkland has a strong commitment to financial sustainability. As reaffirmed by Standard and Poor's in 2011, the City maintained its AAA credit rating with a stable outlook due to the City's maintenance of very strong available reserves, strong financial policies and practices, and low debt burden relative to market value.

The Financial Planning Manager leads and directs 4 (FTE) staff members and reports to the Deputy Director of Finance & Administration. Below are the highlighted skills and responsibilities needed for this open job opportunity.

## PRINCIPAL ACCOUNTABILITIES:

1. Manages the day-to-day activities of the Financial Planning Division, including supervision of assigned division staff.
2. Manages the City's budget and Capital Improvement Program (CIP) development to ensure smooth functioning and meeting of deadlines.
3. Monitors and prepares reports for the City Manager and City Council on the City's financial condition.
4. Oversees preparation of labor contract costing models during negotiations.
5. Supports the City's debt issuance and management activities.
6. Manages a variety of fiscal studies.

## Hours of Work

Monday through Friday, 8:00 AM - 5:00 PM.

## **Minimum Qualifications**

Bachelor's degree in Finance, Business Administration, or related field plus five years increasingly responsible experience in budgeting and finance, preferably in a public sector setting, including two years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

## **Skills Knowledge & Abilities**

1. Comprehensive knowledge of municipal budgeting, capital budgeting and financing mechanism, financial management practices and financial forecasting techniques
2. Knowledge of governmental accounting practices, principles, procedures, regulations and techniques, with the ability to interpret and explain these rules, legal requirements and policies and develop effective internal practices.
3. Knowledge of and ability to use and administer automated financial management systems and advanced proficiency in the use of personal computer software, including word processing, spreadsheet, database, report writing and presentation graphics programs.
4. Knowledge of strategic planning and outcome measurement principles and practices.
5. Supervisory skills and the ability to attract, retain, and motivate competent and professional staff.
6. Advanced organizational, public relations, problem solving, and communication skills (both verbal and written).
7. Ability to establish and maintain effective working relationships with a variety of internal and external customers.
8. Ability to prepare and deliver presentations to staff, City Council or citizen groups.

## **Preferred Qualifications**

Experience in a government setting preferred.

## **Working Conditions & Physical Activities**

Work is conducted in a typical office setting. Position typically requires extended periods of sitting while performing keyboard operations. Availability for attendance at after hours meetings required.

## **Selection Process**

**Please submit a resume and cover letter indicating how you meet the qualifications of the job.**

**Please attach a separate file with responses to the following questions:**

1. Are you associated with or a member of any professional associations? If so, please tell us how it contributes to your career and may contribute to this position.
2. Describe your experience developing, implementing and monitoring public sector budgets (government) and capital improvement programs. Explain how this experience gives you practical knowledge of budgeting and financial management principles and analytical techniques.
3. How many direct reports did you have in your last position? What was your biggest challenge?
4. What are some of the management practices you have used to guide your employees to perform more effectively?

Applicants who are invited to participate in the interview process will be notified by **phone** or **email**.

Interviews are tentatively scheduled for the week of February 28.

**Location**

City Hall  
123 5th Ave  
Kirkland, WA 98033