

Financial Planning Manager - Finance & Administration - City of Kirkland (Job # 19-0045)

Minimum Salary: **\$8,068.00 per month**

Maximum Salary: **\$10,410.00 per month**

Employment Type: Full Time

Department: Finance & Administration

Closes: April 07, 2019 at 11:30 PM

(Open to current employees and the general public.)

<https://www.govjobstoday.com//JobAnnouncement.aspx?jid=9648>



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 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.

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.

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.

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.

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 April 22nd.

Attachments

Location

City Hall
123 5th Ave
Kirkland, WA 98033

The City of Kirkland is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law. Persons with a disability who need assistance in the application or testing process or those needing this announcement in an alternative format may call 425-587-3210 or Telecommunications Device for the Deaf 425-587-3111.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and authorization of employment in the United States.

Questions and/or technical issues regarding the on-line application process should be directed to the City of Kirkland Human Resources Department at 425-587-3210.