

# Deputy Finance Director

Salary Range: \$123,564 - \$160,656



*The City is seeking an experienced professional who has expertise in municipal budgeting and performance management. In Vancouver, you can enjoy a high quality of life in a major metropolitan area and yet benefit from no state income tax and a lower cost of living.*

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**Vancouver**  
WASHINGTON



## THE COMMUNITY

With a population of over 180,000 residents, Vancouver, Washington sits on the north bank of the Columbia River directly across from Portland, Oregon. The Pacific Coast is less than 90 miles to the west and the Cascade Mountain Range rises on the east. Mount St. Helens National Volcanic Monument and Mt. Hood are less than two hours away while the spectacular Columbia River Gorge National Scenic Area lies 30 minutes to the east. Vancouver combines the excitement of a major metropolitan area with small-town charm and abundant recreational opportunities.

Vancouver enjoys mild weather with less average annual rainfall than cities like Boston, Washington, D.C., or Atlanta. Its seasons are distinct and summer temperatures generally climb into the 80s while winter nights rarely fall below 30 degrees. This moderate climate creates lush forests and

abundant foliage. The Columbia River is a central feature of the local environment as it connects and sustains the community. The river provides fantastic recreational opportunities and helps nurture wildlife, evergreen forests, agriculture, neighborhoods, and businesses.

The 7.3-acre Vancouver Waterfront Park is a central component of a 32-acre, high density, mixed-use urban development called *The Waterfront Vancouver*. This community park incorporates public open spaces with the Columbia River and the Columbia River Renaissance Trail connects Vancouver Waterfront Park to Wintler Park, over 5 miles away. Other economic drivers in the community include common industries such as healthcare and education (with Washington State University – Vancouver and Clark College) as well as unique business operations like Banfield Pet Hospital, Papa Murphy's Pizza, StairMaster, and Nautilus.

## THE POSITION

The City organization has 1,196 employees and a \$1.3B biannual budget. The Deputy Finance Director position is a part of Financial and Management Services, which provides administrative direction in all aspects of the general financial affairs of the City to ensure conformance with legal and professional standards and fiscal prudence. Divisions of the Department include Finance Administration, City Clerk, Central Records, Mailroom Services, Budget & Analysis, Accounting, Accounts Payable, Procurement Services, Payroll, Accounts Receivable, Treasury Management, Customer Service, Internal Audit Services, and Performance and Business Planning. The Finance department operates on a 2019-2020 biennial budget of \$12.3M with 46 FTE's and the Deputy Finance Director will manage between 6 – 8 FTE's with the Performance Management Division and either the Budget Division or Accounting Division.



The Budget and Analysis Division provides stewardship for the City's biennial operating and capital budget process, ensures long-term financial stability of City operations by making decisions consistent with Council approved financial policies, and reviews all items moving forward for Council approval from a budget perspective.

The Performance and Business Planning Division defines performance measures with other departments and analyzes how the City can improve business processes. A Lean Six Sigma Black Belt trained analyst will support these efforts as well, culminating in the development of a dashboard for city leaders.

### **Necessary Knowledge, Skills, and Abilities:**

- In-depth knowledge of the principles and best practices of long-range financial planning, budget development, financial forecasting, budget execution, budget control, financial impact of economic changes and debt/investment management to assure compliance with state/local regulations and stewardship of public funds.
- Knowledge of operating and capital financing methods and the ability to communicate the costs and benefits of each.
- Skill communicating highly complex and politically sensitive information to a variety of audiences in a succinct and understandable manner.
- Ability to develop and administer large and complex budgets and allocate limited resources in a cost-effective manner.
- Skill in analyzing and managing the development of financial forecasts and capital development plans.
- Successful experience developing collaborative working relationships with peer department leaders, including the ability to confidently share opinions, listen effectively, and make decisions in the best interest of the City.



## THE IDEAL CANDIDATE

The ideal candidate will be experienced in managing an organization-wide budget with many unique, complex funds and revenue streams. The ability to make accurate forecasts is crucial. While general financial experience is helpful, a proven track record in budget management and/or accounting is most important. Having a sense for leveraging technology and personnel who can support the department's needs will be helpful.

The ideal candidate will be confident, capable, and a good communicator who enjoys leading initiatives without their work being checked. The candidate will join a talented staff with high morale, due in part to the independence and autonomy earned through trust. Independent thinking and the positive debate of opinions and ideas are encouraged.

Finally, the selected candidate will benefit from knowing that this is a succession planning position and they will be mentored to potentially have the opportunity to become the City's next CFO if mutual interest is established.

## EDUCATION AND EXPERIENCE

Competitive candidates will possess a bachelor's degree in Public Administration, Finance, Economics, or a related field, and six years of related experience in governmental administration and financial planning, including at least four years of complex governmental multi-fund revenue and expenditure forecasting and budget management. Two years of supervisory responsibility is required, although four years of management of a budget office is preferred. A master's degree in Public Administration or a related field is highly desired.



## COMPENSATION AND BENEFITS

The salary range for the Deputy Finance Director will be **\$123,564 - \$160,656** and the starting salary will be dependent upon experience. The City offers the following benefits:

- Medical, Vision, Prescription, and Dental Insurance
- Personal Time Off and Paid Holidays
- Washington State PERS Retirement System (stable and well-funded)
- Deferred Compensation (457 Plan) and 401 Plan with 1% City match
- Other benefits such as life and disability insurance

## APPLICATION AND SELECTION PROCESS

**The first review of resumes will occur on November 23, 2020.** To be considered, please submit a detailed cover letter and résumé, which should reflect both years and months of employment dates. Please submit your materials for this position through our website: <https://secure.cpsr.us/escandidate/JobDetail?ID=1694>

The most competitive candidates will be invited to participate in a telephone interview with the consultant. The City will make the final determination as to which top candidates advance to the final interview process. For additional information about this position please contact Josh Jones at 916.471.3301 or [jjones@cpsr.us](mailto:jjones@cpsr.us).



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