



Director of Finance and Administration



First Review: May 10, 2024

Open until filled



History

Union Gap is a city in Yakima County which was originally incorporated on November 23, 1883. When bypassed by the Northern Pacific Railroad in December 1884, over 100 buildings were moved with rollers and horse teams to the nearby site of the depot. The new city was dubbed North Yakima. In 1918 North Yakima was changed to simply Yakima, and the original town to the south was named Union Gap.

The city is so named due to the small Yakima River water gap with which it shares its name. Through this gap proceeds US 97 & I-82, Thorp road, the Yakima river, and Ahtanum Creek.

The City

Over the years, Union Gap has become the retail hub for the entire Yakima Valley as a result of the Valley Mall and other thriving businesses being located there. Part of the city is in the Yakima Nation.

The City of Union Gap operates under a Council/Manager form of government. The city has a seven-member City Council, each elected to staggered four-year terms. The City currently employs 47 full-time employees, and has a 2024 (general fund) operating budget of \$10,173,616.00 and overall budget of \$65,215,792. Departments of the City include Finance & Administration, Public Works & Community Development, Police & Fire

The City contracts for Municipal Court. Services provided include water, sewer, garbage (contracted), public safety, fire department, parks, and building.



Job Duties

The Director of Finance and Administration works closely with all city departments. The position is directly responsible for overseeing the operation of the fiscal department and administration of services, including Utility Billing, Payroll, Budget, Human Resources, Risk Management, Information Technology, and Records Management.

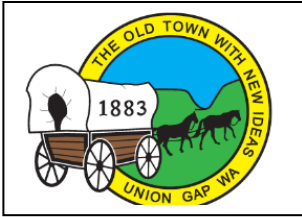
The position monitors staff and program performance and provides effective supervision to the members of the team they lead.

The position serves as the City Clerk/Treasurer and exercises a high degree of professional courtesy in contacts with the public, city staff, and outside agencies.

Ideal Candidate

A four (4) year accounting degree or equivalent, and three (3) years experience in a management position and/or any equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above. Valid Washington State Driver's license or the ability to obtain one within two weeks of date of hire, knowledge of accounting principles and practices, knowledge of computers and various software programs such as Microsoft Word and Excel, skill in organizing, prioritizing, and handling multiple tasks simultaneously and meeting deadlines, the ability to pass a background check, knowledge in general office procedures, including strong mathematical skills and ability to reconcile data, the ability to work with details and analyze data for correctness with a high degree of accuracy.

For a complete application package you can go to the city website @ www.uniongapwa.gov



DIRECTOR OF FINANCE & ADMINISTRATION

Application Packet

Title: **Director of Finance and Administration**
Revision Date: April 2024
FLSA: Exempt
Union: Non-represented
Reports To: City Manager

Summary

This position develops plans, administers and directs services provided by the Finance and Administration Department of the City including Utility Billing, Payroll, Budget, Human Resources; Risk Management, Information Technology, and Records Management.

Essential Job Functions

- Serves as the City Treasurer for the City.
- Administers the issuance of municipal licenses.
- Oversees bank deposits, reconciliation of daily cash, coding of receipts and maintenance of records.
- Oversees financial processes such as utility billing, payroll, accounts payable, and accounts receivable.
- Oversees the maintenance of auxiliary cash controls for balancing, reconciliation of bank deposits and other accounting activities.
- Oversees journal entries and other appropriate accounting records in the reconciliation of the general ledger.
- Prepares periodic financial, statistical or operations reports that accurately reflect the financial activities of the City.
- Coordinates and assists the City Manager in the preparation of the City's annual budget and Annual State Reports.
- Assures that the assigned areas of responsibilities are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Supervises staff that is assigned.
- Serves as the City Clerk for the City by overseeing the City Clerk functions and activities such as taking minutes and preparing agendas for the City Council.
- Acts as the custodian of records and of the official City seal.
- Directs staff on the day to day records management responsibilities.
- Responds to requests for public information.
- Coordinates community outreach activities by arranging facilitating meetings and events.

- Administers the City's employee benefits and wellness programs.
- Assists with development and maintenance of job descriptions.
- Coordinates the City's commercial drivers license (CDL) and drug and alcohol testing programs; monitor testing procedures; maintain confidential medical and test records.
- Responsible for the Civil Service processes and systems.
- Assists the City Manager and WCIA to administer the City's risk management program and respond to claims.
- Manages the City's contract with its information technology service provider.
- Maintains an inventory and coordinates replacement of information technology equipment.

Education and Experience

A four (4) year accounting degree or equivalent, and three (3) years experience in a management position and/or any equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above. Valid Washington State Driver's license or the ability to obtain one within two weeks of date of hire, knowledge of accounting principles and practices, knowledge of computers and various software programs such as Microsoft Word and Excel, skill in organizing, prioritizing, and handling multiple tasks simultaneously and meeting deadlines, the ability to pass a background check, knowledge in general office procedures, including strong mathematical skills and ability to reconcile data, the ability to work with details and analyze data for correctness with a high degree of accuracy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; use hands to manipulate, handle and feel objects, tools or controls; reach with hands and arms; climb or balance; talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, crawl and lift objects that are no heavier than 20-25 lbs.

SELECTION GUIDELINES:

Formal application, rate of education and experience, oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee as in subject of change by the employer as the needs of the employer and requirements of the job change.

SUMMARY OF BENEFITS

Annual Salary: \$114,590.40

Healthcare Benefit Program. Through December 31, 2024, the Employer shall pay the full premium for the major medical health plan established through city union contract. Employee shall pay specified monthly flat rates for dependent medical premiums. In addition, the Employer shall pay the total premium for Dental and Vision Insurance coverage provided.

Pension: All full-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington.

Life Insurance: City pays for the premiums for basic life insurance in the amount of \$5,000.

Longevity: Longevity will be paid with their monthly Check after completion of:

Years of Service	Longevity
5	1.5%
10	3.0%
15	4.5%
20	6.0%

Vacation leave: Vacation is paid as per the following schedule.

0-5 Years	6.67 hrs. per mo.
5-10 Years	10 hrs. per mo.
10-12 Years	12 hrs. per mo.
12+ Years	13.33 hrs. per mo.

Sick leave: Sick leave shall accrue at eight (8) hours of sick leave for each full month of employment. Sick leave may be accrued up to a maximum of 1440 hours. Upon retirement or death, the City will cash out 50% of the sick leave up to but not exceeding forty-five days.

Holidays: City recognized holidays include:

New Year's Day (Jan 1st)

M.L. King Birthday (3rd Monday in Jan)

President's Day (3rd Monday in Feb)

Memorial Day (Last Monday in May)

Juneteenth (June 19th)

Independence Day (July 4th)

Labor Day (1st Mon in Sept.)

Veterans Day (Nov 11)

Thanksgiving Day (4th Thurs in Nov)

Day following Thanksgiving (4th Friday in Nov)

Christmas Day (Dec 25th)

Personal Holiday (selected by employee)