



# City of Stevenson

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Phone (509)427-5970  
FAX (509) 427-8202

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

## FINANCE DIRECTOR

**POSITION:** Finance Director  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 18, 2025  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

Reporting directly to the City Administrator, the Finance Director serves as the city's treasurer and chief financial officer, overseeing all aspects of financial management. This includes budgeting, accounting, financial reporting, investments, debt management, payroll, and compliance with state and federal regulations. The Finance Director plays a critical role in advising city leadership on financial matters, ensuring fiscal health, and supporting strategic decision-making through accurate and timely data.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Receipt, reconcile, and deposit incoming funds; maintain records as required.
- Review and code accounts payable and receivable; prepare vouchers and checks.
- Manage the city's general ledger, ensuring accuracy and compliance with the Washington State Budgeting, Accounting, and Reporting System (BARS) and Generally Accepted Accounting Principles (GAAP).
- Prepare monthly, quarterly, and annual financial reports, including the Annual Financial Report submitted to the Washington State Auditor's Office.
- Lead and coordinate the annual audit process; serve as primary liaison with external auditors.
- Prepare and reconcile water and sewer billing and receipting, maintaining all state and city records.
- Monitor court activity and reconcile against monthly court and jail billings.
- Evaluate monthly cash flows and interest rates to invest city funds; assist City Administrator with investment decisions and maintain all associated records.
- Monitor city purchases for compliance with City/State bid laws.
- Provide front-counter customer service as needed.
- Prepare monthly payroll for city staff and maintain payroll files.



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- Oversee administration of financial software systems, including upgrades, staff training, and vendor coordination.
- Operate office equipment; troubleshoot hardware/software issues; utilize Microsoft Office Suite, utility/financial software, and platforms for asset management, permitting, and code enforcement.
- Assist with project administration and monitor compliance with state/federal prevailing wage laws, RCWs, and WACs.
- Assist the City Administrator and Department Heads in grant and capital project financial management, tracking, and reporting.
- Administer contracts for liability, health, and benefit programs; ensure vendor compliance and monitor performance.
- Act as the city's risk manager; maintain incident and accident files.
- Maintain and improve internal control systems to ensure the accuracy and protection of public assets; support broader risk management procedures.
- Participate in long-range financial planning, strategic policy development, and forecasting.
- Ensure proper retention of financial and public records in compliance with legal standards.
- Support the development of utility rates and user fees based on financial modeling and city needs.

## REQUIRED KNOWLEDGE & SKILLS

- Strong understanding of public sector accounting, budgeting, and financial reporting practices.
- Proficiency in financial modeling, trend analysis, and communicating complex information clearly.
- High level of integrity, professionalism, and commitment to ethical public service.
- Advanced knowledge of accounting software and Microsoft Excel; familiarity with BIAS software is a plus.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with elected officials, staff, and the public.
- Skilled in leadership, supervision, and team development.



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## SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

## JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

## MINIMUM QUALIFICATIONS:

- Bachelor's degree in finance, accounting, or a related field—or equivalent experience
- Minimum of three years of experience in public finance or governmental accounting
- Strong understanding of GAAP and BARS
- Proficient in Microsoft Office (Excel and Word), with strong typing and computer skills
- Excellent customer service, writing, and communication skills

## PREFERRED QUALIFICATIONS:

- Prior governmental accounting or municipal budget management experience
- Master's degree in public administration, finance, or a related field

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

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Signature

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Date