City of Cle Elum

POSITION DESCRIPTION
OCTOBER 2026

POSITION TITLE: FINANCE MANAGER

REPORTS TO: Reports directly to the Assistant City Administrator under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: $ 7,722 - $ 9,386 per Month **STATUS:** Full Time / Exempt

AFFILIATION: Non-Union **WORKWEEK BASIS:** 40

JOB SUMMARY: The City Finance Manager position is a senior level position and is responsible for the management and monitoring of all city funds, including, maintaining the accounting system and records to readily reflect the financial condition of the City. Responsibilities shall include oversight with respect to budgeting, financial planning, accounting operations, grant management, loans, investments, financial reporting. The various types of funds being managed under this position include, but are not limited to, the general fund, special revenue funds, debt services funds, capital improvement funds and enterprise funds. The City Finance Manager is also responsible for the accounting and financial reporting of the City's regional water and wastewater utilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain and operate the general accounting system(s) for the City.

2. Ensures all departments operate within approved budget parameters by implementing effective cost-control measures and monitoring revenues and expenditures to maintain sound fiscal management.

3. Perform all municipal functions and duties relating to the preparation, audit, presenting and disbursement of claims, demands and payroll obligations of the City.

4. Administers and manages all City Grants, ensuring compliance with grant requirements, monitoring expenditures, and completing all required reporting throughout the grant lifecycle.

5. Assist the City Mayor and Administrator in the preparation and administration of the annual budget.

6. Assist in developing City fiscal policy; recommend and approve City-wide financial policies.

7. Prepare and present to the City Council monthly, quarterly and annual statement and report of the financial condition of the City, and other required financial reports as needed.

8. Establish policies for and monitor all investment activities for the City's investments.

9. Oversee internal and external City audits.

10. Prepare a comprehensive annual financial report in accordance with standards of the Washington State Auditor's Office.

11. Oversee finance system replacement and/or enhancements and maintains an investment program for the city.

12. Present issues and recommendations on major issues requiring policy direction to appropriate bodies and to the City Council.

13. Keep informed of new trends, developments, laws, and regulations impacting the activities of the City.

14. Performs other duties and responsibilities as required or assigned.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Variety of office equipment, including computers, fax machines, copiers, phone systems and calculations.
- Principles, practices and methods of municipal government and organizations.
- BARS – governmental Budgeting Accounting and Reporting System.
- Mathematical, language and reasoning skills.
- Applications and implementation of computer systems and filing systems.

Ability to:

- Project a professional and friendly image through in-person and phone interaction.
- Maintain a high level of customer service in all interactions with the public.
- Type and proofread materials, documents and reports for accuracy, grammar, punctuation, etc.
- Fax, file and do general data entry.
- A high degree of independent judgment, initiative and discretion.
- Maintain confidential data and information.
- Communicate effectively in both oral and written form.
- Analyze and solve problems.

MINIMUM QUALIFICATIONS:

- Have worked in accounting, finance, business administration, or other closely related field. Governmental experience preferred.
- At least 5 or more years of progressively responsible experience in finance.
- Certified Public Finance Administrator Certification preferred.

COMPENSATION AND BENEFITS:

Wage Range:	$92,664 - $112,634 per Year $ 7,722 - $ 9,386 per Month	**Benefits:**	Paid Medical Benefits PERS Retirement System $275 VEBA per Month Vacation / Sick Time
Incentive Pay:	Longevity		12 Paid Holidays + 1 Personal Day

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Typically work is performed in a private office located in a moderately noisy office environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms.

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.