



**City of Tacoma, WA  
Assistant Finance Director**





Welcome to the City of Destiny. Nestled on the shores of Commencement Bay on the West Coast of the U.S., Tacoma is an international gateway to the Pacific Rim and the world. The city also has easy access to some of the most magnificent natural wonders in the world such as Puget Sound, Mount Rainier National Park and the Olympic Peninsula. Tacoma is one of the West's most ecologically diverse areas, offering an abundance of sea life at its shores and bald eagles soaring in its skies.

The name Tacoma stems from the Native American name for Mt. Rainier, "Tacobet," meaning "Mother of the Waters." "*City of Destiny*" became Tacoma's moniker when it was designated as the Northern Pacific Railroad's western terminus for its transcontinental railroad in 1873. Today the city remains a destination spot, and more and more a choice location for growing businesses.

Today, more than a century after Captain George Vancouver first explored its shores, Tacoma remains a destination spot with the amenities of a big city and the charm of a small town. An ever-changing community full of potential and excitement, Tacoma is poised to embrace the future.

Tacoma exemplifies the good life of the Northwest with great neighborhoods, rich culture, nightlife and a strong economy with vistas of Mount Rainier and more than 40 miles of Puget Sound waterfront! The newly revitalized Foss Waterway provides compelling residential, retail and entertainment options. Across the city, it has a unique and wonderful quality of life that leaves out the traffic and makes room for families and friends. Tacoma's diversity makes it a strong and distinctive community with people, businesses, food, art, and education from around the world.

The city continues to capitalize economically on its status as a gateway to the Pacific Rim. With a booming international port and eleven Sister Cities, trade remains an important facet of business in Tacoma. The daily arrival and departure of ships in the harbor is a visual metaphor for the changing concept of the City of Tacoma. With each passing day, the city comes into contact with its global neighborhood and moves a bit closer to being a world-class leader in the new economy.

The Tacoma area has most recently become a magnet for hi-tech companies. Placed within the Puget Sound Market Place, there are many corporate headquarters or major regional operations either in the city or the area including: Amazon, Microsoft, Frank Russell, Da Vita, REI and Boeing.

Today Tacoma is a thriving city with a revitalized downtown that caters to residents and visitors alike with its shopping, dining, theaters and award-winning arts and architecture.

## Quick Facts

- **Population:** 201,700
- **Port:** 5<sup>th</sup> Largest North American Port
- **City Ranking:** 3<sup>rd</sup> largest city in Washington
- **Location:** 32 miles south of Seattle, 31 miles north of our state capital, Olympia
- **Airport:** 18 miles south of Sea-Tac International Airport
- **Average Winter Temperature:** 40 degrees
- **Average Summer Temperature:** 70 degrees
- **Average Amount of Yearly Rainfall:** 37.6 inches
- **2009/ 2010 General Fund Budget :** \$440,793,100



## Government

The City of Tacoma operates under the Council-Manager form of government with a Mayor and eight Council Members. The Mayor, five District representatives and three at-large members serve four-year overlapping terms. The City Council appoints the City Manager to manage the affairs of the City. The City also operates Tacoma Public Utilities (TPU), which is responsible for power, water, rail operations and Click! Network cable television. A five member utility board is appointed by the mayor and City Council which in turn appoints a Director to manage TPU activities.

**Vision:** The City of Tacoma is recognized as a livable and progressive international city, regarded for the richness of its multi-cultural population and its natural setting.

**Mission:** We provide high-quality, innovative and cost-effective municipal services that enhance the lives of our citizens and the vitality of our neighborhoods and businesses through teamwork, integrity and continuous improvement in partnership with our community.

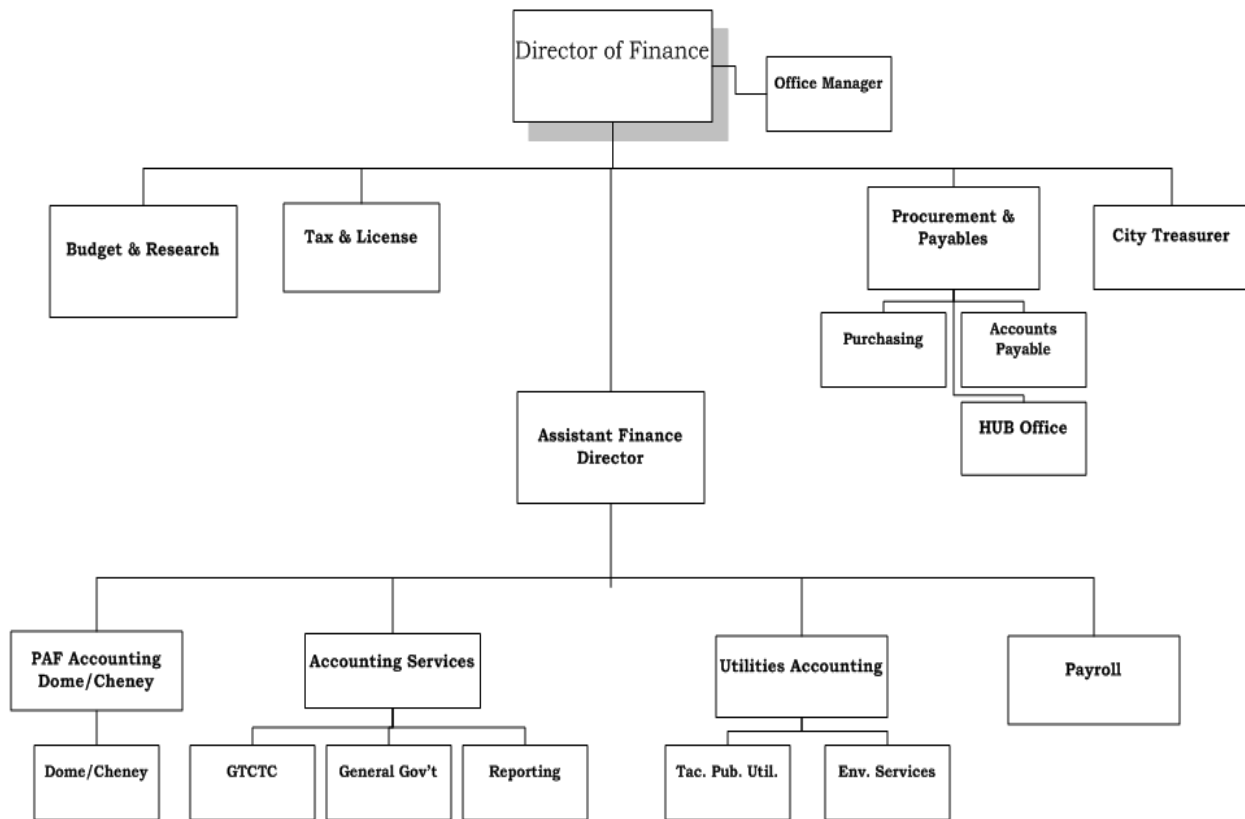
## About the Department

The mission of the Finance Department is to provide financial expertise and services supporting the City's governing bodies in establishing strategic goals and policies and ensuring financial accountability to the citizens, businesses, taxpayers, and ratepayers.



### Employee Guiding Principles:

- Service
- Integrity
- Accountability
- Respect
- Stewardship
- Innovation
- Teamwork



### The Position:

The Assistant Finance Director will assist the Finance Director in allocating resources, prescribing, controlling, and coordinating the various accounting and financial systems of the City. The Assistant Finance Director is second only to the Finance Director and is a key resource concerning technical accounting and financial reporting issues in addition to ensuring compliance with federal, state, and local regulatory issues.

The position will direct the accounting and finance activities of multiple assigned sections of the Finance Department, serves as a financial advisor to the Finance Director and acts in the absence of the Finance Director. Duties for this position include:

- Overseeing payroll processes, examining contracts, purchase orders and other financial documents for approval based upon funds available and ensuring compliance with accounting reporting standards
- Providing advice and recommendations to the Finance Director and other department representatives regarding accounting and finance issues including investment strategies and analytical studies
- Participating in formulating strategic plans, City policies, goals, objectives and performance standards assuring that operating policies and methods are consistently applied
- Working with executive staff on complex and City-wide financial planning and budget issues, including execution of strategic financial plan and operational budget
- Planning, organizing and directing accounting and finance operations for assigned funds including the supervision of related staff and administration of financial policies

- Reviewing financial reports and ensure compliance with legal and accounting reporting standards
- Developing assigned division(s) cost estimates for general and capital budgets
- Consulting managers to define and resolve accounting and finance problems and issues and to assess the impact of pending issues on related cost projections and other financial management criteria
- Overseeing the City's debt administration and participates in planning, coordinating, and issuing bonds and other debt instruments
- Reviewing compliance with the requirements of the Internal Revenue Service and Securities and Exchange Commission for City bonds.
- Review arbitrage rebate calculations and reporting required by U.S. Treasury regulations

**Competencies:**

***Fiscal Accountability***

- Responsibly and accurately handle the public's money when processing financial transactions and/or committing fiscal resources.
- Consistently follow all internal control procedures and applicable fiscal guidelines, regulations, principles, and standards.
- Thorough knowledge of financial management and government accounting principles and practices.
- Actively seek ways to improve internal controls.

***Team Leadership***

- Actively take steps to build a cohesive and results-oriented team using facilitation and team leadership techniques that create a cooperative and productive environment in which to resolve problems or develop and implement plans.
- Establishes collaborative interoffice and interagency relationships.

***Results Orientation & Initiative***

- Effectively directing and integrating all aspects of financial management, ensuring that work progresses toward achieving goals and objectives on schedule; collection, evaluation, and interpretation of data; problem solving; developing fact-based recommendations; decision making and policy development; responsibly and accurately managing planning resources and budgeting; conducting assignments in a professional, independent, and timely manner; remaining current on applicable ordinances, rules, regulations, policies and procedures.

***Workload Management***

- Effectively organize multiple assignments of a complex nature or involving competing priorities and analyzing situations to develop a course of action to produce work products that are accurate, thorough and on time.

***Communication Effectiveness***

- Effective communication both verbal and in writing including the compilation of reports, presentations and records; and interacting respectfully and sensitively with individuals and groups to develop and maintain productive relationships and achieve results.





The Assistant Finance Director will be a strong manager with excellent experience in finance which includes purchasing, budget, cash management, payroll, federal grants, fund accounting, treasury, tax license, and bond issuance. They should possess a strong proficiency in governmental accounting and serve as a key contact for all financial issues. He/she must be able to streamline operations, increase efficiency, and provide direction to their department, City management and the Public Utilities group.

While a strong knowledge of financial terminology is necessary, this individual should also be able to effectively communicate across divisions in a clear and articulate fashion. The successful candidate will be forward thinking and committed to creating and improving the accounting practices in the City of Tacoma. This individual should have experience in strategic planning and organizational development.

Interested candidates should possess a Bachelor's Degree in Accounting, Business, Public Administration or related field; CPA is strongly desired. Successful candidates should possess at least five years of relevant experience in government financial management including a minimum two years of leadership experience. A background check will be required for this position. Residency within the City of Tacoma is encouraged.

The starting salary and benefits for this exceptional professional opportunity are negotiable and highly competitive, depending upon the background and qualifications of the successful candidate. Relocation assistance will also be available for the successful out of area candidate.

Interested applicants should forward a cover letter and resume to:  
resumes@affionpublic.com  
Reference: Tacoma Finance

Affion Public  
20 North 2<sup>nd</sup> Street  
Harrisburg, PA 17101  
888.321.4922 toll free  
717.214.2205 fax  
www.affionpublic.com



Ideal Candidate

Salary

How to Apply