



The CITY of DuPONT is seeking a talented professional to serve as **FINANCE AND SUPPORT SERVICES DIRECTOR**



The New City Hall

The City of DuPont is seeking an individual who wants to be part of one the fastest growing communities in Washington State. The current population is about 7,650 and is expected to reach 9,178 in five years. This community has a rich history as one of the oldest settlements in the West. DuPont is home to The Home Course and the soon to be built PNGA and WSGA headquarters. DuPont borders Fort Lewis, the Fort Lewis Golf Course, Fort Lewis Museum, and the Nisqually Wildlife Refuge. Several corporations including Intel, State Farm, and Glacier Northwest have operations in DuPont. A planned community with inviting homes and green parkways, the City of DuPont is located ten miles south of Tacoma. It provides easy access north to Seattle, south to the State Capitol or east to mountain lakes.

The new Finance and Support Services Director will find a professional work environment with a supportive Mayor and City Council.

THE POSITION

The Finance/Support Services Director reports to the City Administrator and serves as a member of the management team. The Director is responsible for maintaining the fiscal records and systems of the City and supervising Department staff. The position directs the City's accounting and financial reporting operations, directs the City's cash management functions, and monitors financial trends and budgeted revenues and expenditures to assure the fiscal well-being of the City. The Director also participates on and/or assists the City's labor negotiating team, and assists with the risk management program. The Director also assists the City Administrator and Mayor in preparation of the City's budget and serves as an important resource in preparing financial forecasts and the annual financial statements, recommending financial policies, and ensuring the City's compliance with Washington State Law and auditing requirements.

THE DEPARTMENT

The Support Services Department is responsible for the financial operations of the City, including financial reports and records, accounts payable, investment of city funds, utility billing, payroll, fixed assets, purchasing, debt management, and information technology. The Department is key to assisting the City Administrator in preparation and monitoring of the City's annual budget. It also works closely with the City Administrator, City Council and the management team to provide technical financial advice and support. The Department employs 3 full-time employees.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with a Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration or closed related field; AND
- Four years of progressively responsible professional accounting or financial management work experience, including supervisory responsibility. Work experience in a municipal environment is preferred.
- Any combination of related education and experience or training that in the opinion of the City would provide the level of knowledge, skills, abilities required.

SALARY & BENEFITS

- \$82,784-\$100,741 DOQ
- Medical
- Dental
- Vision
- Sick Leave
- Vacation
- Paid holidays
- Life Insurance
- Retirement Plan
- EAP
- HRA VEBA

HOW TO APPLY

Complete application packet may be downloaded from our website:
www.ci.dupont.wa.us

The application must be accompanied by a cover letter and complete resume describing how the candidate has met qualifications and desired competencies.

Send application to:
Human Resources
City of DuPont
1700 Barksdale Ave.,
DuPont 98327

No fax/email or incomplete applications accepted.

First Review: February 1, 2010