



CITY TREASURER

\$50,064 - \$60,864

Plus Excellent Benefits

Apply by
July 9, 2017
(Open until filled)

PROTHMAN



WHY APPLY?



Located in Central Washington, nestled right at the base of the Cascade Mountains in Kittitas County, Cle Elum is an excellent place to live, work and play, offering beautiful weather, a low cost of

living, and a strong sense of community. Separated from Seattle and Portland by the Cascade Mountains and from Spokane by the Columbia River, a stretch of farmland and rolling hills, Cle Elum has a rich history and a bright future.

This is an excellent opportunity for an experienced public sector finance professional looking to make a difference in an active and growing community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!



THE COMMUNITY

Incorporated in February 1902, and located right at the base of the Cascade Mountains in Central Washington, Cle Elum began with a prosperous coal mining industry and railroad infrastructures that were created to support the area. Soon after, the City developed into a thriving lumber industry, and at one point had the largest sawmill in the eastern half of the state. The Cle Elum community has a total area of roughly 3.2 square miles and a population of nearly 2,000, though the surrounding metropolitan area is home to over 41,000 residents. Cle Elum has warm summers, cool winters, and four distinct seasons, boasting 200 days of sunshine a year. Cle Elum's semiarid climate and close proximity to the Wenatchee National

Forest allows for residents and visitors alike to enjoy year-round recreational activities including numerous golf courses, lake and river sport fishing, cross country skiing, snowboarding, snow shoeing, hiking, climbing, backpacking, camping, and boating. The City also offers residents and visitors alike unique antique and specialty shops, fine dining restaurants, and a small town atmosphere.

Cle Elum was the first area west of Denver, Colorado to have organized skiing, starting in 1921 with up to 400 people every weekend through the winter. In 1931 Cle Elum saw the largest crowd at roughly 8,000 spectators for ski jumping events. Today, local attractions including the Suncadia Resort, the Basalt Columns, Iron Horse State Park, and Swiftwater Cellars Winery allow tourism to continue to boost the economy year-round.

THE CITY

The City of Cle Elum is a full-service city with an exceptional workforce of approximately 26 employees. The City Services and Departments include: Airport, Administrative Services, Building Department, Business Licenses, Cemetery, Finance, Fire, Library, Parks, Planning, Police, Public Works, and Utilities. Cle Elum operates under the Mayor-Council form of government with the seven-member City Council establishing citywide policy. The Mayor reports to the Council concerning affairs of the City and its financial and other needs and can make recommendations for Council consideration and action. The Mayor directs the preparation of and submits to the Council a proposed budget. The Mayor also has the power to veto ordinances passed by the Council, but a veto may be overridden by five members of the council. The Mayor is the official and ceremonial head of the City and represents the City on ceremonial occasions. The City's total budget for 2017 is \$10 million.

THE DEPARTMENT

The Finance Department manages and optimizes the City's financial affairs and provides professional, knowledgeable, and courteous service to all city employees and customers. The City's financial operations are organized and managed on the basis of funds and account groups, with resources being allocated across various individual funds.



THE POSITION

Under general direction of the Mayor and City Administrator, the City Treasurer is responsible for the management and monitoring of City funds, including maintaining the accounting system and records to readily reflect the financial condition of the City. Responsibilities include the oversight of budgeting, financial planning, accounting operations, investments and financial reporting. City funds managed by the City Treasurer include the general fund, special revenue funds, debt services funds, capital improvement funds and enterprise funds. The City Treasurer is also responsible for the accounting and financial reporting of the City's regional water and wastewater utilities.

Other responsibilities include:

- Advises City Administrator and City officials concerning federal, state, and local legislative issues impacting the City's financial situation.
- Manages the City's finances to provide for bonded debt service for general obligation bonds, revenue bonds, and local improvement districts.
- Develops, implements and monitors policies and procedures to assure preservation of the city assets and sound accounting controls on City finances. Coordinates with the City Administrator and directors to resolve financial issues impacting multiple departments and addressing City-wide policy and management concerns.
- Actively guides staff through the budgeting and funds management process.
- Develops the preparation of the City budget and long-range strategic financial plan; directs budgetary activities and monitors budget during the course of the year.

- Attends applicable City Council sessions; participate in meetings with other City boards, commissions, and committees, and outside agencies as necessary.
- Research and develop innovative revenue sources.
- The City Treasurer will work with a small, yet complex budget, understand and use regional aspects including regional water and sewer plants, developer agreements, and inter-local agreements to the cities advantage, and be familiar with reporting lodging tax expenditures.

IDEAL CANDIDATE

Education and Experience:

- A Bachelor's degree in Accounting, Finance, Business Administration or a closely related field is required.
- Candidates must have three (3) or more years of progressively responsible experience in municipal government finance.



Necessary Knowledge, Skills and Abilities:

- The successful candidate will have strong communication skills, be an effective leader, and possess a positive attitude.
- Knowledge in municipal investing and of State and Federal Regulatory changes impacting municipalities such as GASB and the Affordable Care Act.
- Knowledge of modern principles, practices and methods of municipal government and organizations.
- Extensive mathematical, language and reasoning skills.
- Knowledge of applications and implementation of computer systems and filing systems.
- Experience with BARS - governmental Baseline Accounting and Reporting System.

- Ability to project a professional and friendly image through in-person and phone interaction.
- Ability to maintain a high level of customer service in all interactions with the public.
- Ability to type and proofread materials, documents and reports for accuracy, grammar and punctuation.
- Experience with faxing, filing, and general data entry, and the ability to maintain confidential data and information.
- Ability to communicate effectively in both oral and written form.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$50,064 - \$60,864 DOQ**
- Medical, Dental & Vision insurance
- Life insurance
- 10 paid holidays
- 1 floating holiday
- Washington State Retirement System (PERS)

**Please visit:
www.cityofcleelum.com**

The City of Cle Elum is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 9, 2017** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050