



**The City of Ferndale, Washington is seeking an experienced municipal management professional with outstanding leadership skills to serve as**

## **FINANCE DIRECTOR**

Incorporated in 1907, Ferndale, the “City of Opportunity,” is located in the northwest corner of Washington State in Whatcom County, along the Nooksack River and on the Interstate 5 corridor. The close proximity to major cities such as Seattle and Vancouver, B.C. is complemented by the serenity and pristine nature of the area’s surroundings. The community enjoys more than 120 acres of park land and facilities within City limits as well as major lakes, streams, and forested areas in the vicinity. World record holding Mount Baker Ski Area is an hour east.

The City operates under a Mayor-Council form of government and provides a full range of municipal services, including police, planning, building, streets, parks, and utilities to approximately 15,000 residents. Employing 78 FTE’s, the City is in a strong financial position, with an annual budget for 2022 of approximately \$41 million. Ferndale is a high-growth community and the City’s population is expected to grow to 19,000 residents in the next 10 years.



**Visit us at [www.cityofferndale.org](http://www.cityofferndale.org)**

**The Position is Open Until Filled. First Review of Applications  
7/05/2022**

## The Ideal Candidate

The City of Ferndale seeks a Finance Director who is a forward thinker, capable of leading the Finance Department to meet the evolving needs of the organization. The



Director will collaborate with city leadership and Finance Department staff to identify solutions to complex issues impacting multiple departments with diverse perspectives. The successful candidate must have a collaborative management style, good judgment and political awareness in working with elected officials, community members, and staff. In addition, the successful candidate is a strategic and visionary leader who will be given the opportunity to continue to streamline financial operations, day-to-day processes, the digitization of materials, to develop long-range financial strategies, and to participate in grant writing and diversifying the City's funding opportunities.

## The Department

The Ferndale Finance Department includes the Director and four full-time Finance employees that are supervised by the Director. The department is responsible for planning, directing, and managing the city's financial operations, including finance, accounting, budget, payroll, risk management, purchasing, and utility billing. Current projects in the Department include: standard municipal reports and accountability, including annual audits, budget preparation and administration, annual and year-end reports.

## To Apply

To be eligible for consideration, a City employment application, resume and cover letter must be received at the address listed below.

A complete job description and employment application are attached.

**City of Ferndale**  
**City Clerk/Human Resources**  
**P.O. Box 936**  
**Ferndale, WA 98248**

**By Email: Send an electronic application packet to**  
[susanduncan@cityofferndale.org](mailto:susanduncan@cityofferndale.org)

## Compensation

The salary range for this position is \$100,000—120,000/year, dependent upon experience and qualifications

The City provides an excellent benefit package including:

Vacation Leave starting at 25 days per year, accruing on a per-pay-period basis

Holidays—Fifteen (15) per year

Sick Leave—Fifteen (15) days per year, accruing on a per-pay-period basis

Medical, Dental, and Vision Insurance

Retirement through Washington State Retirement Systems

Employer-provided deferred compensation

Basic Life Insurance plus Option for Additional Coverage

Employee Assistance Program

## Education & Experience

- A Bachelor's Degree in Finance. CPA is highly desirable, but not required
- At least five years of increasingly responsible finance management experience, preferably with a municipality or other government entity
- At least three years of supervisory experience

# CITY OF FERNDALE

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application	
How did you learn about us? Advertisement   Friend   Walk-in   Employment Agency   Relative   Other:		
Last Name	First Name	Middle Name
Address	City	State      Zip Code
Mailing Address: (if different)		
Telephone Number(s)	Email address	

Are you at least 18 years of age, can you provide required proof of your eligibility to work?      Yes      No

Have you previously filed an application with the City of Ferndale?:      Yes      No

If Yes, give date: \_\_\_\_\_

Have you previously been employed with the City of Ferndale?:      Yes      No

If Yes, give date: \_\_\_\_\_

Are you currently employed?      Yes      No

May we contact your present employer?      Yes      No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment      Yes      No

On what date would you be available for work?

Are you available to work:      Full Time      Part Time      Shift Work      Temporary

Are you currently on "lay-Off" status and subject to recall?      Yes      No

Can you travel if a job requires it?      Yes      No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeships, skills and extra-curricular activities:

Describe any job-related training received in the United States Military:

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number(s)	Job Title		
	Supervisor		
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number(s)	Job Title		
	Supervisor		
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number(s)	Job Title		
	Supervisor		
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number(s)	Job Title		
	Supervisor		

*If you need additional space, please continue on a separate sheet of paper.*

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

## Additional Information

### **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

## Specialized Skills      Check Skills / Equipment Operated

Typing Speed \_\_\_\_\_ net wpm

Fax machine \_\_\_\_\_

Ten-key speed \_\_\_\_\_ net spm

Copier \_\_\_\_\_

Spreadsheet \_\_\_\_\_

List types of software used

Word Processing \_\_\_\_\_

List types of software used

Data base \_\_\_\_\_

List types of software used

**Other skills & equipment:** \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

*Note to Applicants:*    DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes

No

## References

1. (Name)                                      Phone #                                      (Address)

2. (Name)                                      Phone #                                      (Address)

3. (Name)                                      Phone #                                      (Address)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## Applicant's Statement

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### APPLICATION RELEASE

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at any time.

I understand that I will be required to provide documentation showing authorization to work in the United States.

I certify that I am not engaged in any activity or business that could be considered in conflict with the City's interest, nor will I become engaged in such activity or business if employed.

I understand that all application materials become the property of the City of Ferndale and will not be returned.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I hereby authorize the City of Ferndale or its agents to solicit information regarding my previous employment, educational background and any other similar background information regarding my character, general reputation and credit, and to contact any previous employers and references I have given on my employment application regarding this information. I authorize all previous employers to furnish the City or its agents with any and all such information as described above that they may have regarding my employment and reason for leaving. I release all parties and persons connected with any such request for information or the furnishing of such information from all claims, liabilities and damages for any reason arising out of the request. If employed, I release the City from any liability for future references the City may provide regarding my work history.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**City of Ferndale  
JOB DESCRIPTION**

**FINANCE DIRECTOR**

<b>REPORTS TO:</b> City Administrator	<b>DEPARTMENT:</b> Finance Department	<b>CLASSIFICATION:</b> EXEMPT
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**JOB SUMMARY:**  
Responsible for planning, organizing, directing, and controlling all activities and duties of the Finance Department as defined by state and federal law and City Code, and related duties as assigned by the City Council through Council ordinance and resolution. Represents the City on accounting matters and provides support services to all City departments as directed or required.

**LAST REVISED: 6/2022**  
  
**Mayor Review: 6/2022**  
  
**Dept Head Review: \_\_\_\_\_**  
  
**Union Review: \_\_\_\_\_**  
  
**Employee Review: \_\_\_\_\_**

**ESSENTIAL FUNCTIONS**

**General Authority:**

Responsible for the design and implementation of the municipal budget, together with internal and external policies and procedures necessary to effectively and efficiently administer the budget and overall City finances. The Finance Director is responsible for collaborating with a diverse group of stakeholders to ensure that the City can meet identified levels of service and long-range plans, and to effectively communicate the opportunities and risks associated with different policy choices, all consistent with state, federal, and local law.

**Accounting and Finance:**

Ensure compliance with state and national utility/governmental accounting requirements in conformance with Generally Accepted Accounting Principles (GAAP). Provide information on which financial decisions can be made and ensure financial transaction compliance with established budget, policies, and laws. Coordinate with the State Auditor's annual examination of the City's finances, internal controls, and compliance with laws. Prepare annual operating budget plan in accordance with legislative resource allocation and state laws. Assure collection of the City's revenues, maintain an adequate cash flow, provide maximum investment earnings, and develop multi-year financial strategies to achieve long-term facility and capital project goals. Maintain proper banking relations. Attempt to obtain favorable bond ratings. Administer grants, loans, and other funding or assessment packages in accordance with state laws. Prepare and direct preparation of comprehensive reports, budgets, and departmental materials. and correspondence.

Effectively delegate responsibilities within the department, and coordinate with other departments on shared responsibilities.



**Auditing Responsibilities:**

Ensure implementation and monitoring of strong internal financial controls to safeguard City assets. Perform role of the City Auditing Officer.

**Grant-Contract Administration:**

Administer major grants, such as state and federal grants. Monitor contracts and contract performance.

**ADDITIONAL JOB FUNCTIONS:**

1. May perform portions of other work of higher classified jobs occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned

**QUALIFICATIONS****Education/Experience and Additional Requirements:**

Must have a BA or BS degree in Public Administration, Finance, or Accounting. CPA highly desirable. Must have at least five years of increasingly responsible finance management experience, preferably with a municipality or other government entity. Must have a minimum of three years of supervisory experience.

Must have some combination of education and previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the principles and practices as applied to municipal financial management, as necessary to perform the scope of responsibility and all functions of the job described. Must have ability to plan, schedule, and review the performance of assigned staff in a manner conducive to proficient performance and the maintenance of high morale. Desirable to have demonstrated competency in management through previous experience of several years. Must be bondable.

**OTHER QUALIFICATIONS:**

Must have ability to establish and maintain effective working relationships with staff, elected officials, commissions, boards, agencies, the media, and the general public. Must have excellent personal skills, be flexible and creative, be a good communicator, and demonstrate a strong goal-oriented and customer service attitude. Must have ability to deal with the public and the interpersonal skills necessary to work effectively in the team approach. Must have strong writing and oral communication skills.

Must be able to exercise decorum and reasonable discretion regarding personal and financial information about community members, public officials, and City staff.

The City of Ferndale policy is to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, gender, sexual orientation, age, national origin, marital status, disability, or veteran status.