

# Finance Director/Treasurer City of Coeur d'Alene



*Coeur d'Alene, Idaho*



# The Finance Department



The Finance Department is responsible to ensure the city's financial stability, and maximize the use of its financial resources while providing excellent customer service.

For more information, please visit the Coeur d'Alene Finance Department [website](#).

## The Community

The City of Coeur d'Alene has a population of approximately 54,628 and is located in the Northern Idaho Panhandle. Coeur d'Alene offers a true, four-season climate and is a resort city on the northern shore of scenic Lake Coeur d'Alene.

In addition to the natural beauty and waterfront beaches and trails of the City, there are several lakes within 50 miles providing beaches for swimming and boat ramps for water access. Outdoor enthusiasts will enjoy the nearby local, state and federal parks for camping and hiking, numerous golf courses and five major winter ski areas which are all within 60 miles. Spokane, Washington, which is located 33 miles west of Coeur d'Alene, offers additional cultural amenities such as a symphony orchestra, Broadway productions, an international airport, award-winning wineries and live theater.



# The Position

## Finance Director/Treasurer

The Finance Director/Treasurer plans, directs, manages, and reports on the financial affairs of the City and oversees appropriate internal controls related to citywide financial functions. Duties include directing the City's financial and budget activities to fund operations, maximize investments, and increase efficiency; developing and executing an investment strategy, general debt management, and strategic banking and investment relationships for the City; directing all major budgeting, accounting, purchasing, and treasury functions; preparing the annual financial report and overseeing the annual audit; and implementing department programs, policies, and processes. The job supervises accounting functions and utility billing and collaborates with department managers to establish and achieve financial goals and objectives that enhance department service levels and contribute to the overall financial health of the City.

### *Essential Duties and Responsibilities:*

- Provides strategic financial leadership and expert advice to Mayor and Council on matters pertaining to management, budgeting, and business planning, as well as administrative services;
- Reviews, institutes, and oversees appropriate internal controls related to citywide financial functions;
- Manages all debt issues, cash management and cash flow projections for all city funds including capital improvement;
- Develops and maintains detailed cash flow projections for the City's tax supported funds and other funds as necessary;
- Provides City-wide management and oversight of electronic and cash payment processes including online payments, cashiering credit cards and cash payments, debit cards, automated clearing house and lockboxes;
- Oversees the preparation of monthly and quarterly financial reports as well as annual audit (Comprehensive Annual Financial Report);
- Works with outside auditors and internal staff, and addresses any audit concerns;
- Ensures audit compliance with city, state, and federal requirements, and generally accepted accounting principles;
- Represents the City before credit rating agencies, banking industry, and state and federal legislative committees;
- Directs the development and administration of the City's annual budget;
- Provides oversight to City-wide purchasing, bid processes, centralized purchasing services, and surplus property management and disposition;
- Manages and advises the City's investment advisor(s) on funds available for investment and manages the City's banking relationships; confers with personnel in City departments to incorporate cash flow needs, investment expectations, and risk tolerance;
- Analyzes investment transactions designed to improve overall returns within the context of a prudent, safe and appropriately liquid investment portfolio; authorizes or delegates the investment of City funds;
- Prepares detailed estimates of revenues and expenditures, and examines for accuracy and verifies amounts within acceptable limits;
- Prepares City-wide interest income and interest expense projections and budgets; confers with Department staff regarding assumptions for projecting major General Fund revenues;
- Prepares year-end investment and debt audit work papers;
- Actively seeks solutions to complex enterprise-wide challenges, engages departments in problem solving, and participates as a member of committees to improve operations.
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

# Minimum Qualifications

*Applicants must possess the following:*

- Master's degree in Business Management, Finance, Accounting, Public Administration, or a related field;
- Certified Public Accountant preferred;
- Six (6) years progressively responsible management and financial experience with a large complex, preferably public agency;
- Experience with long range planning and managing change;
- Experience mentoring and supervising staff; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential function of the position may be considered.



## Compensation and Benefits

The City of Coeur Alene offers a generous package that include a base salary in the \$106,974 to \$130,000 range (DOE/Q) and a comprehensive market-competitive benefits package that includes Medical, Dental, Vision, Flexible Spending Account, Long Term Disability, Supplemental Voluntary 457/401k Deferred Compensation Plans, Employee Assistance Program, Employer Contributed Health Reimbursement Arrangement (HRA), Basic Life Insurance, Supplemental Life Insurance, 11 Paid Holiday's, Paid Vacation and Sick Leave, and many other outstanding benefits. To learn more about the City's benefits, visit the [Human Resources web page](#).

# The City Government

The City of Coeur d'Alene covers almost 16 square miles and is a full-service City governed under the Mayor/Council form of government. The City Council consists of the Mayor and six Councilmembers, elected by seat, for four-year, overlapping terms. The City employs more than 382 full-time employees and has an overall budget of approximately \$130 million for fiscal year 2023-2024.

The City Administrator provides leadership and policy guidance to department heads and carries out the vision strategic plan, and goals for the Mayor and City Council. Staff also supports 20 citizen advisory boards and commissions recommending policy to the elected officials.



## How to apply

We invite qualified professionals to submit a cover letter and resume and allow us the opportunity to review your credentials and consider your qualifications for this career opportunity. For more details or to apply, visit our on-line application portal.

<https://www.governmentjobs.com/careers/cdaid>

**Application deadline: Friday, February 23, 2024 at 5 p.m.**

*The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.*