

Vision.

Teamwork.

Leadership.



Application Deadline: January 26, 2018

Finance Director/Treasurer
City of Coeur d'Alene

The Ideal Candidate

The City of Coeur d'Alene is seeking a dynamic, experienced municipal finance professional who will be part accountant, part CFO, and part expert communicator. This person must be able to track all aspects of budget performance both short- and long-term, able to craft creative and innovative alternatives for major financial decisions, and have the expertise to communicate all of this to elected officials, City staff, and the public in an easy-to-understand and transparent manner. The City seeks a Finance Director with knowledge and/or experience with tools to help communicate the City's budget to the community and who desires opportunities to enhance how Coeur d'Alene's budget documents are presented to our citizens. This person must be a demonstrated change agent and collaborator within a strong team environment.

The Position

The Finance Director/Treasurer plans, directs, manages and reports on the financial affairs of the City and oversees appropriate internal controls related to citywide finance functions. Summarized 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 deb management, and strategic banking and investment relationships for the City;
- Directing all major budgeting, accounting, purchasing and treasury functions as well as creating a long-term budgeting analysis; and
- Preparing the annual financial report, enhancing use of the City's OpenGov financial transparency system, and overseeing the annual audit.

The Finance Director/ Treasurer reports to the City Administrator with wide latitude for exercise of independent judgment. The detailed Finance Director/Treasurer job description is available at www.cdaid.org.

The 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 services to all city employees and customers. Along with general accounting and budgeting services, the Finance Department is also responsible for utility billing and employs 8 FTE's and has a 2017-2018 budget of \$1.2 million (\$89 million citywide).

The Community

The City of Coeur d'Alene has a population of approximately 51,005 and is located in the Northern Idaho Panhandle. Coeur d'Alene offers a true, four-season climate and is a resort city of 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 enthusiast 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, WA, which is 33 miles west of Coeur d'Alene, offers additional cultural amenities such as a symphony orchestra, Broadway productions, international airport, award-winning wineries and live theater.

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 just over 400 full-time employees and has an overall budget of approximately \$89 million for FY 2017-2018. The City Administrator provides leadership, policy guidance to department heads and carries out the vision, strategic plan and goals of the Mayor and City Council. Staff also supports 20 citizen advisory boards and commissions recommending policy to the elected officials.

Wages, Benefits and Classification

Current annual hiring salary range is \$87,900 - \$123,676, placement within this range will depend on experience. Placement for internal applicants will be as provided by the Personnel Rules. The City offers a generous benefit package (summary of benefits available on website, www.cdaid.org). Membership in the Public Employees Retirement System of Idaho (PERSI) is required. This position is classified as "exempt" by the Fair Labor Standards Act (FLSA).

Qualifications

- Bachelor's degree in Business management, Finance, Accounting, Public Administration, or a related field;
- Prefer Certified Public Accountant;
- Six years progressively responsible management and financial experience with a large complex, preferably with a public agency;
- Experience with long range planning and managing change as well as mentoring and supervising staff; or
- Any equivalent combination of education and experience to successfully perform the essential functions of the position may be considered.

The Recruitment Process

The City of Coeur d'Alene is an Equal Opportunity/Veteran's Preference Employer. All qualified candidates are invited to submit the following:

- City of Coeur d'Alene Employment Application; and
- Cover letter and Resume.

Job application and complete job description are available at www.cdaid.org. Please send completed application information to the Human Resources Department, 710 E Mullan Avenue, Coeur d'Alene, Idaho 83814.

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