



# City of Tacoma, Washington Finance Director

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Welcome to the City of Destiny. Nestled on the shores of Commencement Bay on the West Coast of the U.S., Tacoma is an international gateway to the Pacific Rim and the world. The city also has easy access to some of the most magnificent natural wonders in the world such as Puget Sound, Mount Rainier National Park and the Olympic Peninsula. Tacoma is one of the West's most ecologically diverse areas, offering an abundance of sea life at its shores and bald eagles soaring in its skies.



The name Tacoma stems from the Native American name for Mt. Rainier, "Tacobet," meaning "Mother of the Waters." "City of Destiny" became Tacoma's moniker when it was designated as the Northern Pacific Railroad's western terminus for its transcontinental railroad in 1873. Today the city remains a destination spot, and more and more a choice location for growing businesses.

Today, more than a century after Captain George Vancouver first explored its shores; Tacoma remains a destination spot with the amenities of a big city and the charm of a small town. An ever-changing community full of potential and excitement, Tacoma is poised to embrace the future.

Tacoma exemplifies the good life of the Northwest with great neighborhoods, rich culture, nightlife and a strong economy with vistas of Mount Rainier and more than 40 miles of Puget Sound waterfront! The newly revitalized Foss Waterway provides compelling residential, retail and entertainment options. Across the City, it has a unique and wonderful quality of life that leaves out the traffic and makes room for families and friends. Tacoma's diversity makes it a strong and distinctive community with people, businesses, food, art, and education from around the world.

The city continues to capitalize economically on its status as a gateway to the Pacific Rim. With a booming international port and ten Sister Cities, trade remains an important facet of business in Tacoma. The daily arrival and departure of ships in the harbor is a visual metaphor for the changing concept of the city of Tacoma. With each passing day, the city comes into contact with its global neighborhood and moves a bit closer to being a world-class leader in the new economy.

The Tacoma area has most recently become a magnet for hi-tech companies. Placed within the Puget Sound Market Place, there are many corporate headquarters or major regional operations either in the city or the area including: Frank Russell, Da Vita, REI and Boeing.



**Facts:**

Population: 201,700  
 5<sup>th</sup> Largest North American Port  
 City Ranking: 3<sup>rd</sup> largest city in Washington  
 Average Amount of Yearly Rainfall: 37.6 inches

Average Winter Temperature: 40 degrees  
 Located 32 miles southwest of Seattle  
 Average Summer Temperature: 70 degrees  
 Located 31 miles northeast of the state capitol

**Vision:** The City of Tacoma is recognized as a livable and progressive international city, regarded for the richness of its multi-cultural population and its natural setting.

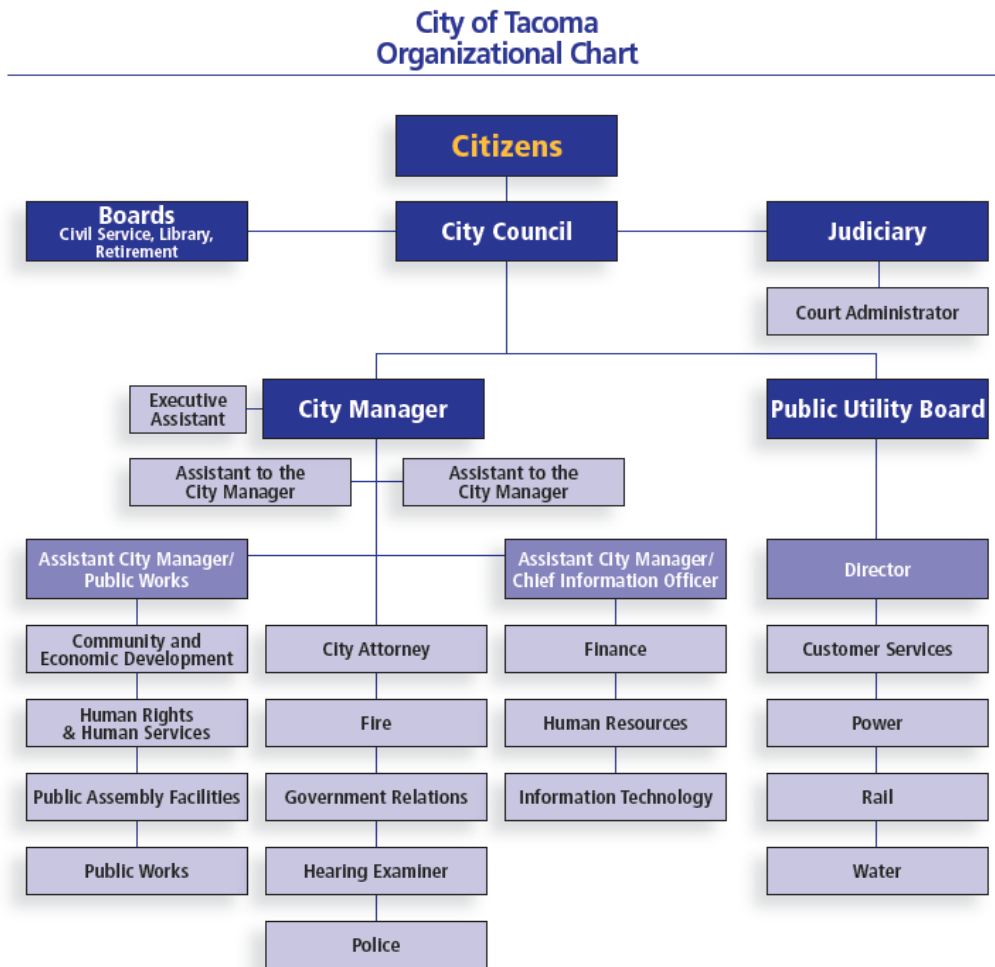
**Mission:** We provide high-quality, innovative and cost-effective municipal services that enhance the lives of our citizens and the vitality of our neighborhoods and businesses through teamwork, integrity and continuous improvement in partnership with our community.

**Employee Guiding Principles:** Service, Integrity, Accountability, Respect, Stewardship, Innovation, Teamwork.

The City of Tacoma operates under the Council-Manager form of government with a Mayor and eight Council Members. The Mayor, five District representatives and three at-large members serve four-year overlapping terms. The City Council appoints the City Manager to manage the affairs of the City, which employs approximately 3,700 employees and has a \$2.1 billion budget for the 2005-2006 fiscal period. The two-year General Fund budget is \$356 million. The City Manager is responsible for selecting and managing the activities of the Assistant City Managers, Assistants to the City Manager and Department Directors. The City also operates Tacoma Public Utilities (TPU), which is responsible for power, water, rail operations and Click! cable. A five member utility board is appointed by the mayor and City Council which in turn appoints a Director to manage TPU activities.

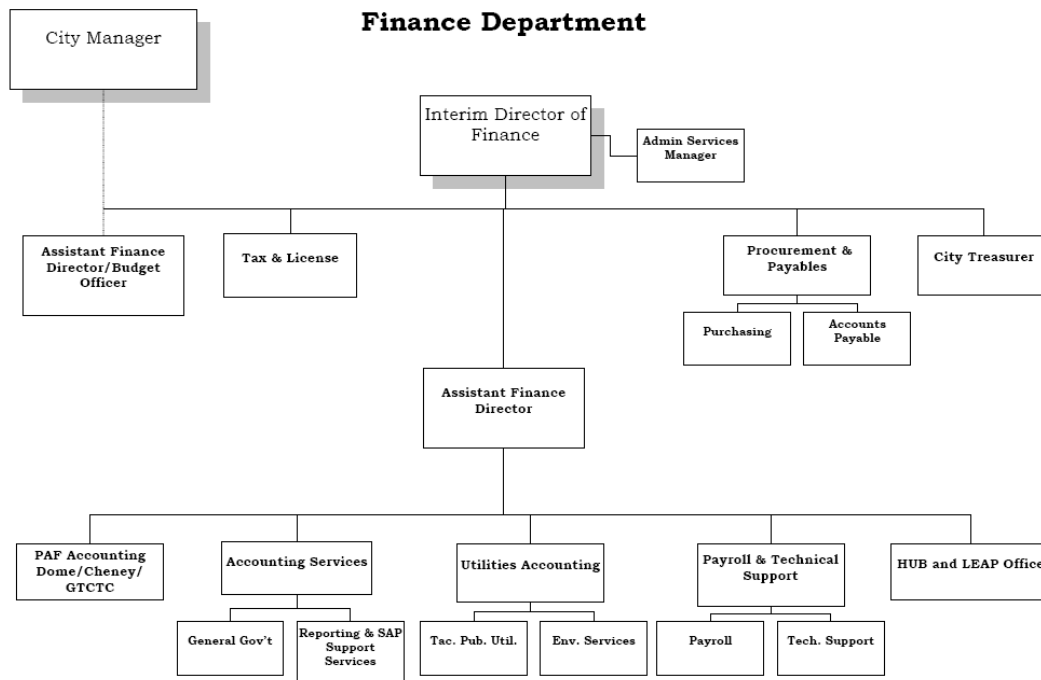
In a unique structure, the Tacoma Civil Service Commission is a five-member, quasijudicial body designed to oversee personnel matters for classified employees in the City’s workforce. Three members are directly elected by registered voters in the city. One member is selected by the classified employees. The remaining member is appointed by management. All members are required to live within the city limits and must be registered voters. Approximately 75% of the workforce is represented by 13 unions under 29 different collective bargaining agreements.

The City of Tacoma, like most municipal governments, has been faced with budget challenges and the statewide voter-approved tax limitation initiatives such as I-747 (limitations on property tax collections) and I-776 (restrictions on vehicle license fees) have also limited revenue growth. Despite this, the region has been outperforming the national economy, and Tacoma has been fortunate to have relative stability in sales tax revenues and growth in assessed property values. In the 2007-2008 Biennium, the City has been able to make many investments in its future, but future budget shortfalls have been anticipated.



The Finance Director for the City of Tacoma is responsible for the planning, oversight, organization, and direction of the activities of the Finance Department. This individual will be responsible for maintaining a high degree of customer service to other divisions and departments as well as City Management. He/she will be responsible for providing complete support for the City Manager in the city's budget process and serve as the financial advisor to the City Manager, Utilities Director and City Council.

- Plan, organize and direct the operations and activities of the City Finance Department including general accounting, purchasing, budgeting, cash management, accounts payable, payroll, federal grants, fund accounting, treasury, tax and licensing, bond rating and debt issuance functions. He/she will oversee and direct the receipt, custody and disbursement of City funds and monies.
- Provide direction and supervision for two Assistant Finance Directors, one of which serves as the City's Budget Officer.
- Compile for the City Manager and City Council the estimates for the general government budget and the budget for capital outlay.
- Maintain a general accounting system for the City government and its departments and offices; prescribe the form of receipts, vouchers, bills or claims to be used and accounts to be maintained by City departments and offices.
- Monitor and control budgets for City departments, offices and agencies; inspect and audit the accounts or records of financial transactions as maintained in City departments and offices.
- Compile and analyze information and data to prepare a variety of reports including financial status reports, budget reports and investment reports; financial statements etc.
- Represent the City and finance function on various committees and boards and attend meetings as required.
- Coordinate communication and activities with other City departments and personnel, federal, State, local and private agencies, various outside organizations and the general public; receive, review and initiate correspondence as required.
- Examine contracts, purchase orders and other financial documents and approve based on the availability and appropriation of funds; audit bills, invoices, payrolls and other evidences of claims, demands or charges against the City and approve form payment as appropriate.
- Oversee and direct the purchasing activities of City departments.
- Select and supervise assigned personnel; evaluate or review performance evaluations of personnel.
- Direct staff members, including organizing and assigning work, evaluating performance, coordinating training, managing schedules and leave, assisting with direction of other unit employees, and participating in interviewing and hiring.
- Develop and assure compliance with departmental policies and program objectives; assist in the development of City policies, objectives and programs.
- Conduct sales of General Obligation and Revenue Bonds issued by the City.
- Perform related duties as assigned.



## The Ideal Candidate

Interested candidates should possess a Bachelor's Degree in Accounting, Finance, Business, or related field. Preference will be given for a Master's Degree in Public Administration, Business, or a related field is desired, and a CPA is strongly desired. Successful candidates should possess 10 years of relevant experience with increasing responsible administrative and management experience. Residency within the City of Tacoma is encouraged.

The Finance Director will be a strong manager with excellent experience in finance which includes purchasing, budget, cash management, payroll, federal grants, fund accounting, treasury, tax license, and bond rating. They should possess a strong proficiency in governmental accounting and serve as the key contact for all financial issues. He/she must be able to streamline operations, increase efficiency, and provide direction to their department, City management and the Public Utilities group. While a strong knowledge of financial terminology is necessary, this individual should also be able to effectively communicate across divisions and with City Management in a clear and articulate fashion. The successful candidate will be forward thinking and committed to creating and improving the accounting practices in the City of Tacoma. This individual should have experience with the implementation of a successful ERP system and have been involved in strategic planning and organizational development.



## Compensation



The City of Tacoma has established a starting salary range commensurate with experience.

Relocation assistance, temporary living allowance, as necessary, and a complete package of senior level benefits will be available for the selected candidate.

The opportunity to work and live within one of Washington's most progressive communities and experience the lifestyle found in the Pacific Northwest are other advantages which are part of this challenging opportunity.

## How to Apply

Interested applicants should forward a transmittal letter of interest and a resume to:

Arcus Public  
600 North 2<sup>nd</sup> Street, Suite 100  
Harrisburg, PA 17101  
877.570.8040

**E-mail:**  
[resume.public@arcus.net](mailto:resume.public@arcus.net)  
Subject: Tacoma/Finance

