



# CITY OF KIRKLAND, WA

invites your interest  
in the position of

## Deputy Director of Finance & Administration



Annual Salary Range:  
**\$143,951 – \$187,824**  
Plus Excellent Benefits Package

**Open Until Filled**

## WHY KIRKLAND

Imagine a modern city near epic mountains, vast islands, and stunning lakeside views. That place is Kirkland, Washington: A vibrant community of 96,710 nestled on the shores of Lake Washington. A metropolitan powerhouse that blends urban sophistication, natural beauty, and an exceptional quality of life that's a stone's throw away from Seattle and the Puget Sound.

Like any great city, Kirkland is a destination for boutique shopping, eclectic food, and the latest cultural happenings. But with 54 parks, 11 of which are on the waterfront, and multiple community centers for people of all ages, there is no shortage of accessible and affordable third places that are crucial to bringing a city to life. In fact, Money Magazine ranked Kirkland third on its 50 Best Places to Live in the U.S. list in 2022 — a ringing endorsement of the people and businesses that already call Kirkland home.

Speaking of people, Kirkland's diverse community boasts a median age of 38 years, a low poverty rate of 6.57%, and a median household income of \$136,000. Nearly a quarter of Kirkland's residents were born outside the U.S., adding to the city's rich cultural tapestry and making it a welcoming place for all. For those who have or want to start a family, Kirkland offers top-quality education and several high-ranking schools for students of all grades.

And of course, there's the incomparable Lake Washington, which lines the city's western boundary for over nine miles — much of which is completely open and accessible to the public.

If the vivid nature right outside your backyard wasn't enough, Kirkland's location also provides excellent connectivity to the rest of Washington state. Served by SeaTac and Everett airports, and near major routes like Interstate 405, State Route 520, and Interstate 5, the city offers easy access to Seattle, Bellevue, and beyond.

Kirkland offers an unparalleled blend of natural beauty, vibrant community, outstanding schools, and strategic location — an ideal place to call home.

## POSITION OVERVIEW

Under the direction of the Director of Finance and Administration, the Deputy Director provides leadership and manages, supervises, and administers the activities of the Finance and Administration Department. The Deputy Director's key responsibilities include:

- Assists the Finance Director in carrying out the functional and operational responsibilities of the department.
- Develops and implements operating goals and objectives to ensure compliance with overall departmental goals and objectives and any applicable city, state or federal statutes, rules, and regulations.

## WHY CITY OF KIRKLAND

The City of Kirkland provides a unique opportunity to make a meaningful, tangible impact in a place that thoughtfully plans for growth and is proactive in creating a welcoming and belonging community. As one of Washington's fastest growing urban hubs for business, technology, and culture, Kirkland's leadership operates within a stable and supportive environment.

The community is served by a dedicated team of 756 full-time employees, with a biennial operating and capital budget of \$1 billion. Kirkland offers stability, as demonstrated by a City Manager who has served for over 14 years, as well as ample resources to support innovative projects and initiatives. The Finance and Administration Department has an annual budget of approximately \$7 million and a team of 46 talented, hardworking individuals. The department provides financial planning services including coordination and preparation of the City's Budget and Capital Improvement Program, provision of financial planning and analysis support to other departments, the City Manager, and the City Council.

All day-to-day financial operations activities are managed by the department including accounting, payroll, treasury, customer accounts, and purchasing. The responsibilities within the City Clerk's office include public disclosure, legal notices, records management, service of process, City Council meeting support, advisory board recruitments, and mail services.



- Oversees multiple divisions in the department's functions, including: Administrative Services, Financial Operations, and Accounts Payable/Purchasing.
- Performs duties of City Treasurer, including daily cash flow analysis, investment of funds, manages debt funding and debt service and the banking contract.
- Prepares/reviews work plans and schedules for major work processes or products related to operations such as preparation of budget documents, financial statements, implementation of financial systems and other software, and new financial policies.



## THE IDEAL CANDIDATE

The City of Kirkland is committed to a culture of diversity, equity, inclusion, and belonging, and the Deputy Director of Finance and Administration will be expected to model these organizational and community values, displaying honesty, trust, and ethics beyond reproach.

The ideal candidate will be deeply committed to the success of the City and a strategic, big-picture thinker. They will embody the values of integrity and teamwork, have a forward-thinking and people-focused approach, be open to partnerships with peers, be willing to seek out diverse perspectives, and to explore new approaches. They must have the ability to successfully navigate and implement change as needed within the department and support changes that may be initiated on a citywide basis.

Successful candidates will demonstrate the following skills and abilities:

- **Municipal finance** – experience with tools, systems, and processes related to budgets, debt, investments, financial statements, payroll, purchasing, etc.; and adept at navigating complex financial regulations and standards.
- **Leadership and management** - delegating tasks, setting clear expectations, coaching, and mentoring staff, being a good listener, promoting a learning environment, and fostering a positive team culture. Willing to work alongside staff as necessary.
- **Communication** – skilled in both written and oral forums; preparing and presenting financial reports, coordinating with senior management, and addressing City Council and City Manager inquiries.
- **General** – detail and action-oriented, capable of managing multiple priorities, and values collaboratively problem-solving.

The City of Kirkland is looking for a Deputy Director of Finance and Administration who is a strong leader and manager who is thoughtful, respectful and will empower, support, and guide staff to perform at a high level. They will be energetic, actively engaged, flexible, adaptable; firm when necessary; and possess common sense and a good sense of humor.

## COMPENSATION

**The Deputy Director of Finance and Administration has an annual salary range of \$143,951 – \$187,824.**

**The City benefits package includes:**

- Medical/Dental/Vision plans with 100% City paid premium coverage for employee and dependents
- Free Employee Health Clinic
- Health Reimbursement Account (HRA/VEBA)
- City paid Basic Life Insurance (2x annual salary) & Long Term Disability Insurance (LTD)
- Washington State retirement system (PERS)
- Municipal Employee's Benefit Trust 401b (MEBT)
- ICMA Retirement Trust- 457 plan - Voluntary
- Vacation – 13 days per year, max accrual 30 days/year
- Sick Leave – 8 hours per month
- Paid Holidays – 13 days per year, including a Community Service Day & a Floating Holiday each year
- Management Leave – 40 hours per year (may be cashed out)
- Flexible Spending Account Options
- EAP & Wellness Program
- On-site Workout Facility
- ORCA Transit Pass
- Childcare – Discounted Rates
- No State income tax

## MINIMUM QUALIFICATIONS

- Education: Bachelor of Arts degree in Finance, Business Administration, or related field.
- Experience: Seven years of increasingly responsible experience in public sector finance, cash management and investment or related field, including four years of supervisory experience.
- Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to proficiently perform the essential duties and responsibilities listed above.
- Advanced degree, CPA, and/or CMA preferred.
- Must have a valid Washington State Driver's license and ability to remain insurable under the City's insurance to operate motor vehicles.

## APPLICATION AND SELECTION PROCESS

Visit [kirklandwa.gov/Government/Work-at-the-City](http://kirklandwa.gov/Government/Work-at-the-City)

All applications will be reviewed and screened based on the qualifications and requirements outlined in this request.

Applications will be accepted until the position is filled. First review is September 23, 2024. For questions, please contact Michael Olson at (425) 587-3146.

Please submit your online application, resume, and cover letter, and also address the following prompts in separate documents:

1. How your qualifications fulfill the requirements of the position.
2. How your experience meets the needs of the position.
3. What your unique qualifications and experience will bring to the City of Kirkland.

