



# City of Olympia

Finance Director



## Welcome to Olympia

As the capital city of Washington State, Olympia is in a culturally and historically significant and scenic setting at the southernmost point of Puget Sound. The Olympia community is routinely recognized for its outstanding quality of life, vibrant downtown, and family-friendly amenities. Community members enjoy a robust economy, convenient transit, high-quality schools, low crime rates, and varied opportunities for civic and community involvement.

Olympia boasts unparalleled access to the natural environment within an urban setting. The community is walkable and pedestrian friendly with well-established bike and hiking trails, close to 1,500 acres of public park lands, miles of public freshwater and saltwater shorelines, and stunning views of Mt. Rainier and the Olympic Mountain Range.

Olympia's vibrant and historic downtown serves as the entertainment, arts, and cultural hub for Thurston County and beyond. Spanning .5 square miles, Olympia's downtown includes over 450 independently owned businesses and over 1,900 residents. The Creative District is a 30-block area that is home to over 150 creative enterprises such as theaters, galleries, breweries, and industrial designers. The Farmers Market, State Capitol Campus, Hands On Children's Museum, and 8 public parks are the main attractions for both Olympians and tourists.

Percival Landing – one of Olympia's three waterfront parks – lies in the heart of downtown. With a mile-long boardwalk, the Landing is a hub for boaters, pedestrians, summer festivals, and the farmers market. Nearby Capitol Lake provides a popular 1.7 mile loop for walking, running, or birdwatching.

Olympia's ideal location along the I-5 corridor puts residents within reach of Seattle, Portland, British Columbia, the waters of Puget Sound and the Pacific Ocean, and the Olympic and Cascade Mountain Ranges. Seattle-Tacoma International Airport serves the region and is 45 miles to the north.

# The City of Olympia

Incorporated in 1859, the City of Olympia operates under a Council-Manager form of government. The seven members on Olympia's City Council are elected at-large to staggered four-year terms during general elections held in odd-numbered years. Position 1 is designated as the Mayor's position. The Mayor and Councilmembers have equal voting authority, with the Mayor voting on all issues as one of seven Councilmembers.

Serving a population of 56,900, the City operates with an annual budget of \$220 million, a capital budget of \$67 million, and a work force of 664 FTEs. Olympia provides a full range of municipal services including public safety (police, fire, and court), streets, parks and recreation, arts, utilities, community planning and economic development, and general administrative services.

Olympia's City Manager is committed to a "First Team" culture, where we put the interest of the City above our own department or function because we are committed to each other's success. This has been adopted and embraced throughout the organization. The organizational culture places a high value on teamwork, listening, accountability, and meaningful impact in serving the public.

## The Finance Department

Reporting to the City Manager and serving on the Executive Leadership Team, the Finance Director is responsible for the effective and efficient oversight of all department activities including financial planning, accounting services, utility billing, business tax licensing, and treasury management. The Director also provides guidance, advice and expertise to City Council, Executive Leadership Team, and departmental staff. The Finance Department has 26 employees and a budget of \$4.8 million.





## Finance Director | About the Position

### The Ideal Candidate

- A comprehensive knowledge of municipal budgeting, accounting, payroll and benefits administration, financial reporting, utility billing, business tax and licensing, debt and treasury management.
- A visionary, inspirational, and strategic leader who has a commitment to financial transparency and accountability with an ability to creatively engage the community, department directors, and the City Council in financial planning and budget development to advance the goals and priorities of the City.
- Demonstrated knowledge on how budget allocations impact different communities and an ability to integrate equity considerations into the budget decision-making process.
- Outstanding communication skills and is an empathetic and skilled listener with a proven reputation for being accessible, responsive, honest, and transparent.
- Emphasizes fostering and strengthening relationships amongst team members and with other departments.
- An ability to stay courageous in the midst of complex organizational challenges and decision making.
- Ability to create a thriving workplace culture where all employees feel like they belong and can grow.
- Leads by example in promoting a healthy work-life balance for all staff and recognizes the benefits of flexible, teleworking or hybrid work schedules.
- Makes ethical, value-based, and data-supported decisions for the benefit of the Department and the organization.



## Finance Director | About the Position

### Challenges and Opportunities

#### 1. Long-Term Budget Sustainability

Like most cities in Washington, Olympia's expenses are outpacing revenue generated through sales, property, and business and occupation tax. The City Manager and City Council's top priority is to develop a long-term sustainable budget. The Finance Director will work collaboratively with the City Manager, Department Directors, and the City Council to propose and implement solutions.

#### 2. Implementation of Priority Based Budgeting

In 2025, the City is developing a Priority Based Budget. This is an opportunity to build trust with the community, City Council, and employees as it will be easier to tell the story of how the City's investments advance the work of the community's vision. It is also an opportunity to help decision-makers identify efficiencies and potentially additional revenue. The Finance Director will play a pivotal role in working with Department Directors, the City Manager, and City Council to communicate the findings and facilitate decision-making to achieve a long-term sustainable budget.

#### 3. ERP Transition to Workday

In January 2024, the City launched Workday—a cloud-based enterprise resource planning solution for finance, human resources, cashiering, and payroll. The Finance team is continuing its work to optimize the system, establish ongoing training plans for employees, and continuously enhance the user experience.



## Finance Director | About the Position

### Desirable Qualifications

Bachelor's degree in finance, accounting, economics, public administration, business administration, or related field; and seven years of increasingly responsible fiscal and governmental accounting experience in a senior leadership role within a complex government agency, for-profit corporation or a not-for-profit that involves leading a diverse staff and management of significant funds. An advanced degree is a plus.

### Compensation & Benefits

The annual salary range for this position is \$149,472 to \$224,208. The starting salary will be based on a combination of experience, education, skills, and abilities.

The City offers a competitive benefit package including health, vision, and dental insurance, as well as vacation and sick leave. The City participates in the State of Washington Public Employees Retirement System (PERS).



### Preliminary Operating Budget

*click to learn more*

### Capital Facilities Plan

*click to learn more*



## Application Process

Persons interested in this position should submit the following information:

- 1 A cover letter describing your interest in and qualifications for the position.
- 2 A current resume

If you have questions regarding this announcement, please call Marissa Karras at 360.956.1336. This position will remain open until filled but the screening process will move quickly. In order to be considered for the first round of interviews please submit your application materials at <http://www.karrasconsulting.net> no later than March 21, 2025.



*The City is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.*