



## **Director of Finance and Administration**

Starting range: \$95,000 - \$125,000 a year

**The Peninsula Metropolitan Park District (PenMet Parks)** is searching for a **Director of Finance & Administration** with strong visionary and public finance experience to provide planning, oversight, leadership, and day-to-day management of the district's financial and administrative operations. As a member of the leadership team, the Director of Finance & Administration supports the district's mission and strategic objectives through sustained financial stability, compliance with regulatory requirements, effective risk management practices, and efficient administrative operations, and human resources support. The ideal candidate must have proven leadership skills with a focus on collaborating, growth & development, and continuous improvement initiatives.

### **Overview of PenMet Parks**

Since 2004 the District has provided management, improvements, maintenance and acquisition of parks and recreation facilities within the area of unincorporated Pierce County west of the Tacoma Narrows Bridge and east of the Purdy Bridge (excluding the City of Gig Harbor). PenMet Parks owns and operates over 650 acres of land which includes 22 parks, properties, ballfields, and playgrounds. Also, PenMet Parks provides recreational programs and activities within the community for all ages. To learn more, go to <https://penmetparks.org/>.

### **Key Responsibilities of the Director of Finance and Administration:**

- Create and manage the vision, mission, goals, and strategic plan for the Finance and Administration Division to align and support the needs of the organization.
- Oversee all aspects of the District's fiscal operations by developing and managing the annual budget, regulatory and District reporting and the District's financial services/functions such as purchasing, cash management, accounts payable/receivable, and payroll.
- Ensure financial operations comply with applicable standards and regulations.
- Perform short-term and long-range financial modeling, forecasting, and analysis.
- Oversee administrative services, risk management, customer service, records retention and destruction, public records requests, and other related functions.
- Oversee human resources practices, policies, and procedures.
- Coach, mentor, manage and train direct report staff.
- Create a culture where information sharing, team-based resolutions, and cross-training are encouraged and staff is held accountable for goal achievement and results.
- Work with Division staff to proactively identify opportunities to improve systems, processes, and services.
- Prioritize and organize work plans based on objectives and desired outcomes.
- Develop and maintain an inclusive work environment that respects diverse ideas, backgrounds, and styles.
- Create an environment for employees to work cooperatively and collaboratively with internal and external colleagues, the Board of Park Commissioners, contractors, partners, and the public.
- Other projects and duties as assigned.

## **What the Successful Candidates will have:**

### **Education and Experience:**

- A bachelor's degree from an accredited college or university in finance, accounting, business administration, public administration, or a related field.
- 8+ years of increasingly responsible experience in finance and administrative operations, with at least four years of experience managing staff.
- Public finance experience.

### **Professional Licenses/Certifications:**

- Certified Public Accountant (preferred)

### **Knowledge, Abilities and Skills:**

- Thorough technical knowledge of public finance best practices, procedures, and regulatory requirements, including but not limited to fund accounting, collecting, managing, and disbursing public funds, and debt financing and compliance.
- Proficient in Microsoft Office, Adobe, recreation registration software, fund accounting software (Springbrook), and related applications.
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- General knowledge of human resources management best practices.
- Knowledge of organizational risk management best practices and contract compliance.
- Able to develop, communicate, and manage operating and capital budgets with support from departmental budget managers.
- Strong problem solving, organizational and goal setting experience with the ability to set priorities and realistic time parameters.
- Skilled in conflict resolution and providing excellent customer service to a broad range of participants and constituents.
- Able to complete multiple tasks simultaneously and accommodates shifts in priorities.
- Possess excellent written, listening, and verbal communication skills.
- Ability to produce and deliver professional-quality budget reports and other communication materials.
- A commitment to diversity, equity and inclusion in all forms.

### **PenMet Parks offers a robust benefits package, which includes:**

- Health and Dental Benefits
- Vacation and Sick Leave
- Paid Holidays
- State Retirement Program
- Employee Recreation Program Benefit

*All Things HR, an external HR Consulting Company, has partnered with PenMet Parks to assist with the hiring process. If this position looks like a fit for you, submit your cover letter, resume, and three professional references to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).*