

City of Ocean Shores

Finance Director

Salary: \$7,436-\$8,696 per month

Full-time/FLSA Exempt/Non-Union Represented

Application Deadline:

Friday, January 15, 2016, 4:00 pm (open until filled).

The City of Ocean Shores, Washington is seeking highly motivated and qualified candidates for the position of Finance Director. The Finance Director is part of the City's management team and reports directly to the elected Mayor. The Director provides supervision and leadership for professional, technical, and clerical staff, budgetary management and oversight, grant seeking and oversight capabilities, strategic planning, intergovernmental representation, administration, and oversees the annual City budgets and audits. The ideal candidate will have strong interpersonal and digital communication skills. The Finance Department includes utility billing, payroll, purchasing, accounts payable, and ambulance billing.

This position requires a Bachelor's Degree in business administration, accounting, finance or a related discipline supplemented by approximately five years professional work experience, two of which were in a supervisory capacity or combination of experience and degree. A Master's Degree in an appropriate discipline is desirable and government experience is preferred.

Application packets and a complete job description can be obtained through Rachel Carl at (360) 289-3099 ext. 2 or on the City's website: www.osgov.com

Please submit a signed application, the supplementary questionnaire, résumé, cover letter, and writing sample (not to exceed two pages) to: Rachel Carl, City of Ocean Shores, P.O. Box 909, Ocean Shores, WA 98569, or e-mail to rcarl@osgov.com.

Ocean Shores is an Equal Opportunity Employer.