

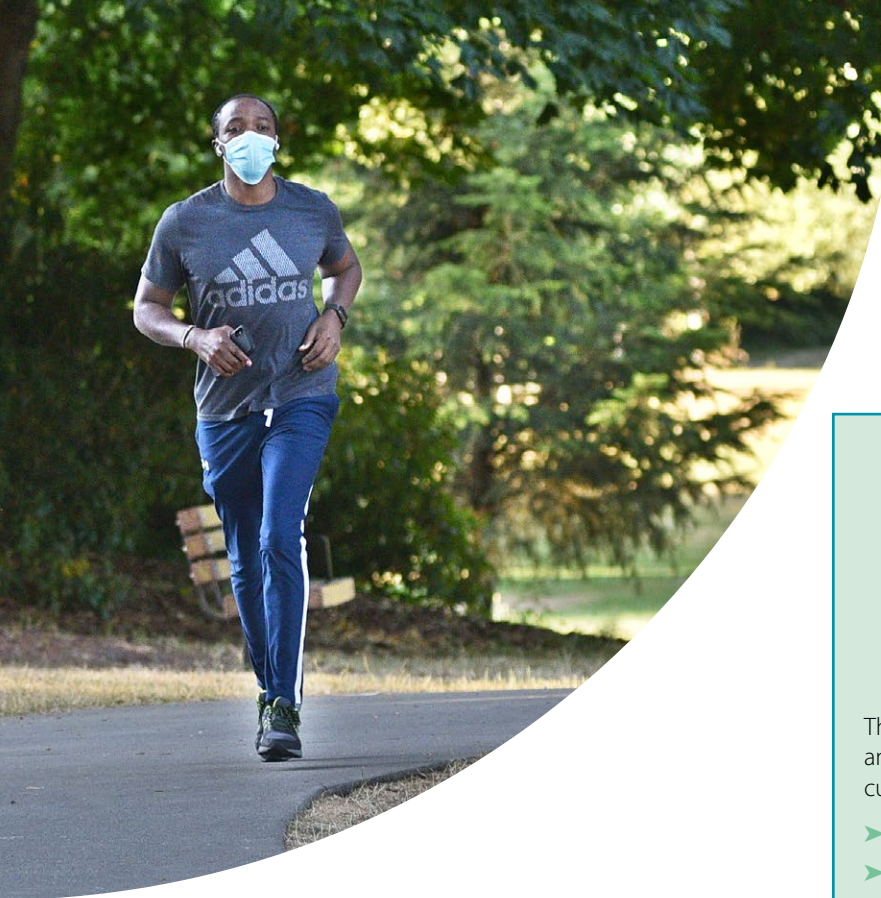


Koff & Associates
A Gallagher Company



Chief Financial and Administrative Officer





ABOUT METRO PARKS TACOMA

Located in Tacoma, Washington, Metro Parks Tacoma (MPT) was created in 1907 and is a CAPRA-accredited independent metropolitan park district that leads efforts to build a healthy, sustainable community. MPT features two AZA-accredited zoos & aquariums, an old-growth forest inside 760-acre Point Defiance Park, sports complexes, pools and spray grounds, community centers, a marina on Puget Sound, an accredited living history museum, 87 miles of trails, nine community gardens, a golf course, a Victorian-style conservatory inside an arboretum, and hundreds of program offerings in sports, arts, dance, fitness, cooking, camps, education, adaptive and inclusion services, and more.

Metro Parks Tacoma spaces and programs support communities, create safer neighborhoods, help children learn and grow, improve public and environmental health, and support smart growth. Culturally, quality open spaces and program services nurture a sense of place in the community and provide opportunities to engage a public of diverse backgrounds. Environmentally, the District provides green infrastructure and helps manage the impacts of climate change. Economically, regional parks and attractions support economic development and promote tourism.



Our Mission

Creating healthy opportunities to play, learn and grow.

Our Vision

Metro Parks Tacoma envisions a vibrant, active and engaged community.

Core Values

These core values guide future decisions, business and operations, and the manner in which Metro Parks Tacoma treats staff, customers and the community:

- Innovation
- Excellence
- Equity
- Inclusiveness
- Sustainability
- Accountability
- Safety
- Fun

To view more about Metro Parks Tacoma, click here:
<https://www.metroparkstacoma.org/>

THE POSITION

As a member of the Executive Cabinet, the Chief Financial & Administrative Officer (CFAO) reports to the director of Business Administration and Planning with a dotted line to the Executive Director. The CFAO assumes a strategic role in the overall management of the District and has primary day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities, including direct responsibility for accounting, finance, forecasting, strategic financial planning, cost allocation, legal compliance with laws, codes and regulations governing fiscal activities and private and institutional financing. The CFAO also provides oversight for administrative district-wide purchasing, contract compliance, Human Resources, Risk Management, & Volunteers, and Information Technology & Customer Relationship Management in a matrixed organization.

Responsibilities and Essential Duties include but are not limited to the following:

- Plan, organize and direct a variety of programs, projects and activities related to the District's financial and business functions including payroll, purchasing, accounts payable and receivable, financial reporting, audits, general ledger, budget and debt management, cash control and investments; establish, develop and implement accounting systems and procedures to ensure adequate internal control and accurate and current reporting.
- Establish and maintain strong relationships with senior executives to identify their needs and seek a full range of business solutions.
- Provide technical expertise, information and assistance to the Executive Director and Park Board regarding financial activities, transactions and policies; make recommendations as needed in



the formulation and development of Metropolitan Park District policies. Provide executive management with advice on the financial implications of business activities.

- Develop a comprehensive financial master plan and make strategic recommendations for use by Board and staff in decision-making in coordination with the Park District's Mission Led Comprehensive Plan, Capital Improvement Plan and Strategic Plan.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/ strategies and regulatory action. Provide leadership in the development of continuous evaluation of short and long-term strategic financial objectives.
- Provide timely and accurate analysis of budgets, financial trends and forecast, including data on financial health of the District, project future possible results and advise corrective action to accomplish goals.
- Assure compliance with and maintain current knowledge of laws, codes and regulations governing the District's financial operations and business activities.
- A skill set in ERP Implementation/Migration is ideal. (Tyler Munis helpful).
- Provide leadership and guidance to assigned staff using management practices that develop and retain highly competent performing employees. Direct, coordinate and review the work for assigned staff, oversee their activities and projects, monitor workflow, set expectations, and evaluate work performance, and provide appropriate resources to ensure professional growth.
- Perform related duties as assigned.

THE IDEAL CANDIDATE

In addition to having solid governmental financial expertise, the ideal candidate will be a strategic and visionary leader with the ability to build a collaborative team in a high performing, matrixed working environment. The successful candidate will possess excellent communication and interpersonal skills necessary to build strong relationships with departmental staff, organizational leadership, and key stakeholders. The next Chief Financial and Administrative Officer should be entrepreneurial and able to inspire innovative ways of bringing

positive outcomes; to review and utilize funding and revenue streams to best support MPT departments and provide for the services the community desires. The ideal candidate will have high integrity, a passion for public service, and a track record of employee development and succession planning.

Key Attributes and Characteristics

- Advanced expertise in public finance and administration; a doer who stays current on government compliance requirements and shares information with MPT leadership.
- Forward thinking; follows the latest trends to bring best practices and process improvements.
- A strategic and resourceful manager who maximizes technology to create efficiencies.
- A focus on customer service with the ability to mentor, coach and direct the work of staff in bringing solutions and positive outcomes to overcome department financial challenges.
- A collaborative style of communication; able to present complex issues to different audiences.
- Form and maintain public-private partnerships and knowledge of innovative funding approaches.
- Experience managing in a unionized environment.
- A champion of workforce diversity, equity, and inclusion.
- A leadership style of high integrity, honesty, compassion, courage, optimism, and good judgment - particularly in situations characterized by disagreement, conflict, tension, and uncertainty.
- A creative problem solver who brings fresh ideas and a progressive approach.
- Resourceful and analytical; able to assess departmental strengths and weaknesses; and is forward-thinking in transitioning to new procedures and processes while moving the organization into the post-pandemic future.
- Actively listens to the ideas of others and follows through.
- A sense of humor.



Qualifications

- Bachelor's degree in finance, accounting, or business administration. MBA in Finance preferred.
- A minimum of five (5) years' experience in accounting or financial administration.
- Five (5) years of senior management and supervisory experience highly desired.
- CPA or CPFO highly desirable.
- Prior public sector experience highly desired.

License & Other Requirements

- Valid Washington driver's license with acceptable driving record required.
- Obtain a valid First Aid and CPR Card within the probationary period.
- Willing to work evenings and weekends to attend meetings, planning sessions or community outreach events as needed.

COMPENSATION

The annual salary range for the Chief Financial and Administrative Officer is \$111,471- \$181,179. Placement within the stated range will be based upon the selected candidate's experience and qualifications.

In addition to a competitive salary, Metro Parks Tacoma offers a comprehensive executive benefits package including:

- Retirement Plan: Membership in the Washington Department of Retirement Services Public Employees Retirement System (PERS) program.
- Medical and Dental Coverage: For employees and their dependents. Metro Parks Tacoma pays 90% of the total cost of medical coverage through Kaiser Permanente. Dental plans are available through Delta Dental of Washington or Willamette Dental.
- Tax Savings Accounts: Health Savings Account/Health Care Flexible Spending accounts are available to pay for health care expenses with "before tax" dollars. Dependent Care Flexible Spending Account are available to pay for dependent care expenses with "before tax" dollars.
- Deferred Compensation (457 plan): Optional employee paid retirement savings plans are available through Mission Square, WA State Deferred Comp Program, Empower and Mass Mutual.
- 13 Paid Holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Two Floating Holidays.
- Vacation: 13.33 hours earned monthly (20 days per year) with an escalation, commensurate with the years of service
- Sick Leave: 8 hours earned monthly.
- Administrative Leave: 40 hours granted per year for exempt employee classifications.
- Life Insurance: Equal to annual salary up to \$200,000 at no cost to the employee.
- Metro Parks Familiarization Pass: defined access pass and immediate family members to various facilities and attractions within Metro Parks Tacoma.

- Metro Parks Fitness Pass: Complete access to all Community Center facilities including Eastside Community Center, STAR Center, Center at Norpoint, People's Community Center.
- Employee Assistance Program: 24/7/365 personal and confidential resource to support you and your well-being.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, April 15, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/chief-finance-administration-officer/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the Metro Parks Tacoma. Metro Parks Tacoma will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

