



# City of White Salmon

POSITION DESCRIPTION  
JANUARY 2026

**POSITION TITLE:** FINANCE MANAGER

**REPORTS TO:** Reports directly to the Director of Finance & Operations

**SALARY RANGE:** 40-1 to 40-3 (DOE)  
\$72,552 - \$76,970/annually

**STATUS:** Full Time / Exempt

**AFFILIATION:** Non-Union

**WORKWEEK** 40

**BASIS:**

**JOB SUMMARY:** The Finance Manager is a professional-level position responsible for advanced governmental accounting functions in support of the City's financial operations. This position assists the Director of Finance & Operations in maintaining the accounting system and financial records to accurately reflect the financial condition of the City. Responsibilities include reconciliations, general ledger maintenance, grant tracking and reporting support, capital project accounting, and assistance with preparation of the City's Annual Comprehensive Financial Report in compliance with Washington State Auditor's Office requirements. This position supports financial operations across all City funds, including general, special revenue, debt service, capital improvement, and enterprise (water and wastewater) funds. The Finance Manager provides technical accounting expertise and operational support to Finance Clerks and serves as a key internal control resource within the department.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain and operate the general accounting system(s) for the City.
2. Perform monthly bank and investment reconciliations.
3. Prepare journal entries, adjusting entries, and reclassifications as necessary.
4. Assist the Director in preparation and completion of the City's ACFR and audits.
5. Prepare year-end schedules and supporting documentation for internal and external audits.
6. Track grant revenues and expenditures; assist with grant reimbursement requests and required reporting documentation.
7. Support accounting for capital projects and loan-funded activities, ensuring proper tracking by fund and funding source.
8. Monitor budget to actual activity and assist Directors with budget management.
9. Audit and provide backup support for accounts payable, accounts receivable, and payroll processing.
10. Review transactions for appropriate BARS coding and compliance with GAAP, BARS, and City policies.
11. Assist in maintaining and documenting internal control procedures.
12. Support financial system enhancements and reporting improvements.
13. Provide technical guidance and cross-training to Finance Clerks.
14. Perform related duties as assigned by the Director of Finance & Operations.

## **NECESSARY KNOWLEDGE AND ABILITIES:**

### ***Knowledge of:***

- Familiarity with MSOffice, Adobe Creative Cloud and variety of office equipment, including computers, copiers, phone systems and calculations.
- Principles, practices and methods of municipal government and organizations.
- BARS – governmental Baseline Accounting and Reporting System.
- Mathematical, language and reasoning skills.
- General ledger accounting and reconciliation processes.

### ***Ability to:***

- Analyze financial data and reconcile discrepancies.
- Maintain a high level of customer service in all interactions with the public.
- Type and proofread materials, documents and reports for accuracy, grammar, punctuation, etc.
- Work collaboratively within a small team environment.
- Exercise independent judgment within established policies.
- Maintain confidential data and information.
- Communicate effectively in both oral and written form.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in accounting, finance, or closely related field and four (4) years of progressively responsible accounting experience, preferably in municipal or governmental finance; OR Associate degree in accounting or related field and six (6) years of progressively responsible governmental accounting experience; OR Eight (8) years of progressively responsible governmental accounting experience, including fund accounting, financial reporting, and reconciliation responsibilities.
- Experience with Washington State BARS reporting strongly preferred.
- Valid Washington State Driver's License.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

This can be a hybrid position, and onsite work would typically be performed in a moderately noisy office environment of City Hall. The position requires prolonged sitting, computer use, and repetitive hand movements.

The work schedule is generally maintained during normal office hours, but occasional extended hours may be required during times of the year such as but not limited to year-end closing, audit preparation, and reporting deadlines. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

## **NOTICE:**

The above position description does not include ALL essential and non-essential duties of this job. The City reserves the right to modify duties as necessary to meet operational needs.

The City of White Salmon is an Equal Opportunity employer.