



Finance & Personnel Committee
Meeting Agenda
Thursday, May 22, 2025 | 6:00 PM

Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Agenda

1. Reclassify two positions--Finance Analyst and Parks Planning Manager



**CITY OF STANWOOD
FINANCE & PERSONNEL COMMITTEE
STAFF REPORT**

ITEM: 1

DATE: May 22, 2025

SUBJECT: Reclassify Finance Analyst to Senior Accountant
Reclassify Parks Planning Manager to Project Manager

CONTACT PERSON: David Hammond, Finance Director
Pat Adams, Human Resources Manager

ATTACHMENT(S): A – Senior Accountant Job Description
B – Project Manager (Parks, Trails, Open Space and
Development Projects) Job Description
C – Updated City Organization Chart

PURPOSE

Request Council authorize on the reclassification of the Finance Analyst position to a Senior Accountant position.

Request Council authorize on the reclassification of the Parks Planning Manager to Project Manager.

BACKGROUND

Senior Accountant

In 2023, Council authorized hiring a Finance Analyst to support development of improved procedures and generally support financial operations, but also to prepare for the Finance Manager's planned retirement. The Finance Manager's retirement is approaching later this summer and staff plans to recruit for the Finance Analyst's replacement in a timely manner.

Staff is requesting to reclassify the position to Senior Accountant from Finance Analyst for two reasons. When the current analyst is promoted, we will still have his project management and analysis skill sets within the finance department, so payroll and general ledger accounting will be our biggest needs in the immediate future. Further, we believe we will draw a larger applicant pool when advertising to hire a Senior Accountant.

Project Manager

In May 2022, the City Council approved the reclassification of the Senior Planner to Parks Planning Manager. This move marked a key step toward the development of a formal Parks Department, enhancing internal coordination and public engagement related to parks and trails initiatives.

The requested reclassification will serve to support the City's growing demand for managing capital and infrastructure projects. The Project Manager's role will be a full-time position and incorporates additional technical responsibilities, grant functions, construction management and interdepartmental coordination. The position will retain core parks planning responsibilities while adding capacity to manage infrastructure and economic development projects. The position will continue to serve as staff liaison to PTAC, manage public input on parks design and ensure consistency with the City's Comprehensive Plan and parks goals.

This reclassification from Parks Planning Manager to Project Manager represents the natural progression in the City's commitment to service delivery, combining the strengths of long-range parks planning with the hands-on execution of capital and community development projects.

Fiscal Analysis

Senior Accountant

The reclassification proposes to place the Senior Accountant on the same pay range as the Finance Analyst, so there is no impact from what has been budgeted.

Project Manager

There is no additional fiscal impact associated with this classification change. The conversion of the position from part-time to full-time was approved in the City's adopted biennial budget, and the reclassification does not alter the FTE count or salary range beyond what has already been budgeted.



POSITION DESCRIPTION

Title: Senior Accountant
Department: Finance
FLSA Status: Exempt
Union Status: Non-Represented

GENERAL DESCRIPTION

Under direction, the Senior Accountant performs professional level accounting and analyst work, including coordinating various functions of the City's financial systems and subsystems and analyzing, implementing and monitoring new financial programs.

SUPERVISION RECEIVED

Reports to the Finance Manager and Finance Director

SUPERVISION EXERCISED

May exercise supervision over accounting technicians, assistants, specialists or consultants on a given project, as assigned. May oversee the work of support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES

1. Works with other City departments to develop and maintain accurate and meaningful financial data and satisfy reporting requirements for monthly, quarterly, annual and specialized reports.
2. Analyzes financial and investment data and develops forecasts of revenues and expenditures; performs routine and complex reconciliation of accounts and subsidiary ledgers; verifies and tests financial data; conducts variance analysis.
3. Prepares monthly, quarterly and annual journal entries for posting to the general ledger.
4. Prepares monthly payrolls for review, approval, and submittal to the Accounting Manager; generates technical payroll reports for government agencies; prepares and submits tax deposits and special State and Federal statements, including W-2s; updates employee information for taxes, benefits, wage assignments, garnishments, retirement and other wage deductions.
5. Generates a variety of special and recurring reports which compile hours worked, overtime, benefits, accruals and leave tracking; researches and



analyzes data for special reports, surveys, and budgeting process; traces transactions to locate and resolve discrepancies.

6. Processes payroll, benefits, and technical transactions for the City in compliance with all applicable Federal, State and county rules, regulations, and procedures.
7. Enters payroll, benefits, and related data into computer systems; maintains information system database; enters data, processes transactions, validates data, and compiles documentation.
8. Reviews timesheets and source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits; coordinates correction of timesheet errors with City departments.
9. Assists in various cash management and banking activities and maintains appropriate records.
10. Assists in the preparation of the city-wide annual budget and annual financial statement.
11. Responsible for oversight and preparation of records and reports related to grants and LID's.
12. Prepares or reviews required reports for state and federal agencies.
13. Assists in accounting system development, including implementation and maintenance of proper internal controls.
14. Oversees the maintenance of fixed assets inventory, including annual physical count.

PERIPHERAL DUTIES

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Bachelor's degree in accounting, finance or related field
2. Five (5) years of progressively responsible work experience as a professional accountant, preferable in a City or other public agency, including lead responsibility for payroll, forecasting and analyst work.



3. Any equivalent combination of education, training, and experience, which provides the skills, knowledge and abilities to perform the essential functions of the position.

Necessary Knowledge, Skills and Abilities:

- Knowledge of auditing and internal control theory and standards.
- Knowledge of Budgeting/Accounting/Reporting system (BARS).
- Significant knowledge of payroll practices and IRS requirements.
- Knowledge of governmental accounting and budgeting principles and practices.
- Knowledge of financial and legal aspects of grant management.
- Knowledge of computerized systems, personal computers, spreadsheets, word processing, calculators, and office equipment.
- Knowledge of City organization, operations, policies and objectives.
- Ability to prepare and analyze comprehensive financial, statistical and narrative reports.
- Ability to use and assess financial system needs and implement procedures for efficient financial management.
- Ability to prepare technical written management reports.
- Ability to use independent professional judgment to interpret laws and regulations, assure compliant accounting practices, make sound recommendations and implement appropriate measures.
- Ability to perform a variety of professional accounting duties including financial analysis and forecasting.
- Ability to work independently from general instructions.
- Ability to establish and maintain effective working relationships with fellow employees, the public and others.
- Ability to read, understand and apply information from technical and financial resources.
- Ability to effectively work cooperatively as a member of a service-oriented team.
- Ability to communicate effectively verbally and in writing.
- Ability to cooperate and support the City's customer commitment process.
- Skill in supervision, management and leadership.
- Ability to maintain confidentiality of information.
- Ability to attend evening meetings when required.
- Ability to handle stressful situations, maintaining composure while under pressure.
- Ability to follow City safety guidelines and procedures.



SPECIAL REQUIREMENTS

Must be bondable; possess valid state driver's license, or ability to obtain within 30 days of hire, with acceptable driving record.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, phone, copy machine, fax machine, motor vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is indoor office, and generally the noise level is quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



POSITION DESCRIPTION

Title: Project Manager
(Parks, Trails, Open Space and Development Projects)
Department: Public Works
FLSA Status: Exempt
Union Status: Non-Represented

GENERAL DESCRIPTION

Under direction, plans, organizes, and manages a wide range of park and development projects from conception through implementation; manages and performs a variety of grant functions; acquires property and easements for projects; reviews plans; provides information and assistance to the public regarding park and development projects; and maintains a variety of files.

SUPERVISION RECEIVED

Works under the direct supervision of the City Engineer and/or the Public Works Director.

SUPERVISION GIVEN

May exercise supervision over consulting engineers on a given project, as assigned. May oversee the work of support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, and manages a wide range of park, economic development, and capital projects from conception through implementation; writes request for qualifications; prepares project budget and schedules; drafts the master plan; plans and conducts public involvement process; writes press releases; manages consultants; prepares contracts for services; directs and reviews consultant team; approves payments; approves final product; presents to Council for approval.
2. Oversees, prepares, and follows-up on grant applications; administers grants and monitors budgets; serves as liaison with grant agencies; prepares necessary reports.
3. Participates in acquiring property and easements for assigned projects; researches and analyzes title reports and deeds, contracts for appraisals, and right-of-way services; meets with property owners as necessary; coordinates work with City Attorney and advisors.
4. Reviews and provides information on site plans and landscaping plans for private development permit applications.



POSITION DESCRIPTION

5. Develops cost estimates for construction projects; prepares construction drawings, specifications, and bid documents; investigates contractor qualifications; recommends selection to City Council.
6. Coordinates parks planning and design work with other departments and outside agencies; ensures that designs comply with state and local codes and regulations.
7. Coordinates interagency park development projects as necessary.
8. Prepares and administers consultant services contracts.
9. Contacts other agencies and jurisdictions to gather information necessary for completing assigned projects.
10. Responds to a variety of questions and inquiries from City staff and the public regarding assigned areas of responsibility; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
11. Attends and participates in professional group meetings; staffs Parks and Trails Advisory Committee.
12. Coordinates with other third party private and public utilities.
13. Coordinates permit submissions and preparation from other review agencies for City projects.
14. Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and/or experience:

- Equivalent to a bachelor's degree from an accredited college or university with a major in Parks Administration, Planning (Urban, Regional, Environmental, Natural Resource or Park), Landscape Architecture, Civil Engineering, or a related field.
- Four years of increasingly responsible experience in the essential duties of the position.
- Any combination of education and experience necessary to perform the essential functions of the position.

License or Certificate:

- Possession of a valid Washington State Driver's License.



POSITION DESCRIPTION

Knowledge, Skills and Abilities:

Knowledge of:

- Principles of parks planning and administration.
- Principles of civil engineering, construction, architecture, landscape architecture, and site design.
- Principles and practices of project management.
- Methods and techniques of contract negotiation.
- Methods and techniques of effective technical report preparation and presentation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and oversee various park, development, and capital construction projects.
- Serve as project manager for park, development, and capital planning projects.
- Read and interpret plans and maps, including blueprints, site plans, topographic maps, and zoning maps.
- Read and interpret state and federal agencies grant reporting, reimbursement, and retention requirements.
- Ensure construction compliance with established policies and procedures.
- Respond to requests and inquiries from City staff, the public and outside organizations.
- Review and administer construction contracts.
- Prepare clear and concise reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copier and fax machine.

PHYSICAL AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



POSITION DESCRIPTION

Environment: Primarily office with some field environment; travel from site to site; exposure to noise, dust, and inclement weather conditions; work around moving objects and vehicles.

Physical: Incumbents require sufficient mobility to work in an office setting and travel to various locations as needed; stand, walk, or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

SELECTION GUIDELINES

Formal application, evaluation of education and experience, oral interview and job-related tests may be required. Must successfully pass pre-employment screening, including reference check, criminal background, and driver's records check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

