



Washington

## FISCAL DIRECTOR

**\$84,680 - \$113,479**

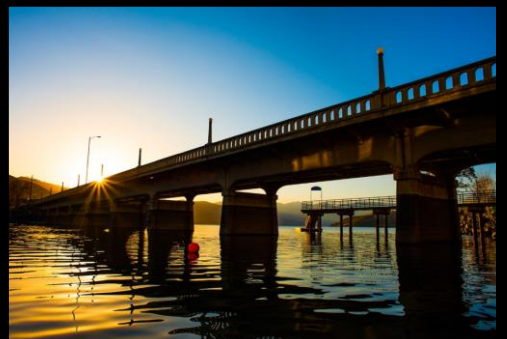
*Plus excellent benefits*

*Apply by*

**April 14, 2024**

*(First Review, Open Until Filled)*

**PROTHMAN**



**THE REGION**



Nestled on the shores of the Wenatchee River and Columbia River interchange and at the foothills of the Cascade Mountains, the East Wenatchee is surrounded by natural beauty, and ample opportunities for an incredible quality of life that is perfect for families of all ages, and those who want to enjoy the conveniences and manageability of a smaller community with great people and a wonderful culture. The natural beauty of the Wenatchee Valley provides a vivid backdrop to its diversified economy, where the quality of life is high, and the climate is moderate with four distinct seasons. The area has the best of the Northwest, without the rain.



The Wenatchee area is rated by National Geographic as one of the top 10 mountain towns in the U.S. and is an outdoor enthusiast's dream. Just a short 13 miles south, the Mission Ridge Ski and Board Resort holds 2,000 acres of skiable land, for downhill and cross-country skiing, snowboarding, terrain parks, lessons for all ages, and dining. In East Wenatchee during the warmer months, other popular activities include water sports such as boating on the Wenatchee and Columbia Rivers. The 10-mile Apple Capital Loop Trail hugs the Columbia riverfront and allows residents and visitors of both the City of West Wenatchee and the City of East Wenatchee to enjoy camping, swimming, biking, walking, and admiring the natural surroundings.



Other local recreational opportunities include golfing at the local Wenatchee Golf and Country Club, community soccer, tennis and baseball fields, children's parks, and an indoor YMCA Aquatics Center. Numerous other hiking and biking trails all add to the possibilities for outdoor recreation. The Wenatchee Valley offers additional educational opportunities including public and private schools, and higher education opportunities at Wenatchee Valley College; a community college serving North Central Washington with two and four-year degree options.

For those looking to stay inside, the City is surrounded by a number of cultural activities, theaters, music venues, museums, a public market, and commercial shopping and dining options at the Wenatchee Valley Mall. The Wenatchee Valley is well known for its bountiful orchards and vineyards that produce fruits and wines that get shared across the world, however these home-grown treasures can still be found at local fruit markets and fruit stands!



## THE ORGANIZATION

Chelan-Douglas Health District (CDHD) is a cash-based organization, operating on a budget of approximately \$8 million-dollars with a \$2 million-dollar reserve and 52 FTEs. CDHD is a two-county health district, one of three multi-county health districts in the state of Washington. CDHD's is governed by a 12-member Board of Health consisting of local county and city elected officials and appointed community members. The Board sets county-wide policies and regulations to protect and promote the health of residents of Chelan and Douglas Counties.

Programs and services provided by the Chelan-Douglas Health District include Disease Prevention, Community & Family Health, Environmental Health, Emergency Preparedness, and Vital Statistics. CDHD provides services ranging from health inspections of restaurants, pool, and septic systems, to providing vaccines, WIC services and Nurse-Family partnership.

Chelan Douglas Health District is currently re-vamping local public health through system modernization and forging long-lasting partnerships. CDHD's goal is to offer top-notch public health services, and is set to expand and create evidence-backed programs that elevate the health and wellness of the people the organization serves.



## THE POSITION

The Fiscal Director is directly responsible for overseeing the operation of the fiscal department, facilities, and IT. The Fiscal Director plays a key role on the Chelan-Douglas Health District management team. This team works together to lead CDHD and connect the different lines of effort to prevent disease, promote health, and protect the health and safety of people in the community. The Fiscal Director reports to the Chelan-Douglas Health District Administrator and Deputy Administrator and works to implement their leader's intent.

As a senior leader in the health district, the Fiscal Director will regularly brief the elected Board of Health and work with them to develop or evolve Fiscal and Operations policy across the health district. The Fiscal Director works closely with CDHD departments to support their operations, fiscal, logistics, facilities and IT needs.

The Fiscal Director manages the Health District's fiscal programs and supports operations, which may include assessment of community needs, the development of long-term strategies and goals for the Health District, and the planning and implementation of environmental public health programs.

This position monitors staff and program performance and provides effective supervision to the members of the team they lead. The Fiscal Director develops and monitors program budgets, and assures effective implementation of grant and contract deliverables and of the reporting required by funding sources. This position also supports facilities and IT in managing their workflows, contractors, and projects, and may include grant writing and other fund raising activities.

The Fiscal Director will work effectively with external agencies and partners including the State Department of Health, Chelan and Douglas Counties, and others, and will operate with appreciable latitude for independent action and decisions commensurate with demonstrated ability and with Administrator's consultation and direction.

For a full job description and to view more responsibilities of this position, please view the attachment found [here](#).

**OPPORTUNITIES & PRIORITIES**

- The leader selected for this position must be able to work with staff from all departments and be open to answering questions from staff as needed. This person must also be able to assist all staff when deadlines are looming.
- A large part of the budget is grant-funded, while other funds come from the County and are fee based. The Fiscal Director will need to be familiar with grant acquisition and management. Meticulous accounting skills to account for every dollar is the top priority.
- CDHD’s current fiscal staff work very well together, are well trained, and familiar with all aspects of CDHD. The incoming Fiscal Director will recognize the staff’s abilities and work alongside the staff to continue and contribute to the team environment.



**IDEAL CANDIDATE**

**Education and Experience:**

- A four (4) year accounting degree or equivalent, and at least five (5) years of experience in a management position.
- Valid Washington State driver's license or ability to obtain one within two weeks of date of hire.
- The ability to pass a background check.
- Knowledge of accounting principles and practices.
- Skills in organizing, prioritizing, and handling multiple tasks simultaneously and meeting deadlines.
- Knowledge in general office practices, including strong mathematical skills and ability to reconcile data.
- Knowledge of computers and various software programs such as Microsoft Word and Excel.
- The ability to work with details and analyze data for correctness with a high degree of accuracy.



**Ideal Knowledge, Skills, and Abilities:**

- The ideal candidate will have an MBA, MPA, or equivalent, be a CPA, and have more than five (5) years of accounting and managerial experience.
- Experience or familiarity with Washington governmental and health district budgeting.
- A familiarity with BARS for local governments.
- Experience in dealing with agency budgets, experience with accounting and budgeting software, and a working knowledge of health district grants and grant administration.
- The ideal candidate will also have working knowledge of the principles and practices of financial and managerial accounting, and of computer software applications including word processing, spreadsheets, databases, and medical records.
- The ability to create, prepare, and administer the department’s budget.
- Experience presenting to and answering questions from a Board.



## COMPENSATION & BENEFITS

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- **\$84,680 - \$113,479 DOQ**
- 100% paid medical, dental, and vision insurance.
- Long-term disability.
- Life Insurance and AD&D.
- Washington PERS
- Deferred Compensation plan
- 12 days of sick leave per year.
- 12 days of vacation per year.
- 11 paid holidays, plus 2 floating holidays.
- Personal development options include tuition reimbursement for approved courses and paid for workshops and seminars.
- Provided laptop and cell phone.
- Up to \$10,000 relocation assistance.



**For more information on the Chelan-Douglas Health District, please visit:**

[www.cdhd.wa.gov](http://www.cdhd.wa.gov)

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Chelan-Douglas Health District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 14, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**Chelan-Douglas Health District, WA – Fiscal Director**", and click "**Apply Online**", or click [here](#).



[www.prothman.com](http://www.prothman.com)

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