



# EMPLOYMENT OPPORTUNITY

**Budget and Finance Manager**  
**Annual Salary range \$79,622.40 - \$96,782.40**

## Position Description

The Law Enforcement Support Agency (LESA) is looking for a Budget and Finance Manager. This is a highly responsible professional position in LESA involving the organization, direction and management of the agency's budgetary and financial functions. The assigned duties of this position are to plan, develop, coordinate, implement and manage a complex agency budget; provide oversight of accounting and payroll functions; and compile data and prepare budgetary and financial reports. The successful candidate will work in a complex environment and must demonstrate strong collaborative and strategic skills, independent judgment, and initiative.

## Qualifications

Graduation from a four-year college or university with major course work in accounting, finance, business or public administration, or related discipline applicable to the duties of the position and three years of increasingly responsible experience in the preparation and management of governmental budgets, banking, accounting, auditing, or closely related field. Must have recent experience managing and supervising a budget and finance team. Additional related education or experience may substitute year-for-year for the recruiting requirements. Governmental accounting, financial management, and grant management experience is preferred.

## Hiring Process

We anticipate interviewing candidates at the beginning of August. Due to the confidential nature and demands of this position, candidates must possess an exemplary personal history and pass a background investigation, a self-assessment survey, an oral interview, a polygraph examination and a psychological evaluation as part of the pre-conditional offer of employment. This review takes several weeks to complete.

## Application Process

Employment application materials are available online at [www.lesa.net/employment.shtml](http://www.lesa.net/employment.shtml). Applicants are required to submit a complete the employment application, letter of interest and resume via e-mail to [hr@lesa.net](mailto:hr@lesa.net). If you have questions concerning the application materials please contact Stella Ramirez @ (253) 798-2358 or Donna Dammel @ (253) 798-6078.



## **We're 9-1-1 ... and more!**

**Our Mission** Increase the sense of safety and security throughout our community by gathering, processing and providing timely and accurate information.

**Our Agency** The Law Enforcement Support Agency (LESA) was formed as a result of an agreement between the City of Tacoma and Pierce County in 1974 to provide consolidated police and sheriff emergency communications services. Consolidated records management and technology support services were added in 1978.

Communications, Records Management and Information Technology comprise the three divisions of LESA that provide support services for most law enforcement in Pierce County. With state of the art dispatching and a vertically integrated information system, LESA is a leader in the field of law enforcement support technology. The agency employs over 160 people with a biennial budget of approximately \$39,300,000. For additional information please visit [www.lesa.net](http://www.lesa.net).

**Our Services** The Communications Division provides 911 phone answering and dispatching services for the Tacoma Police Department, Pierce County Sheriff's, and many other customer agencies.

The Records Management Division (or LESA Records) provides 24 hour services to criminal justice agencies. LESA Records serves as the information custodian for Tacoma Police, Lakewood Police, University Place Police, Edgewood Police and the Pierce County Sheriff Department. The division also provides the following public services: general information, concealed pistol license processing, public disclosure processing, inspection of criminal history, insurance requests, and fingerprinting.

Information Technology Division provides innovative technology solutions to the law enforcement community. The division works in full partnership with its customers to deliver integrated information systems and maintains a computer network with over 1.900 users.

**Our Standards** Selected candidates will undergo an extensive screening process which includes interviews, polygraph testing, psychological screening, a background check, drug screening, and reference checks. These standards are established to insure that the highest quality candidates are selected to serve our community. Apply now for the opportunity to serve your community in one of the most rewarding careers you'll ever have.

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