



ORGANIZATION: City of North Plains
DEPARTMENT: Finance
JOB TITLE: Finance Director
POSITION TYPE: Full Time, Exempt

SALARY RANGE: \$85,530-105,191
STARTING RANGE: \$85,530-\$93,461

Application Deadline: Open Until Filled
First review of applications September 30

JOB DESCRIPTION:

Under direction of the City Manager, plans, organizes, manages, and provides administrative direction and oversight for all financial functions and activities of the City, including finance, accounting, and purchasing; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises some general direction and supervision over administrative support staff.

ESSENTIAL JOB FUNCTIONS (Illustrative Only):

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all financial programs, services, and activities.
- Coordinates the administration of the annual budget for the City, including the capital improvement budget; provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Establishes the City's central budgeting, accounting, purchasing, and financial reporting practices; evaluates accounting and purchasing procedures and financial controls; meets and confers with external auditors; responds to and implements annual audit recommendations.
- Manages revenue collection programs including tax assessments, utility billing, business license or user fees, and other sources.
- Manages and participates in all activities related to the City's accounting function, including the accounting system, payroll, accounts payable, processing and issuance of checks, and cash receipts.

- Directs a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of finance and related services.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints related to finance and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

MINIMUM QUALIFICATION:

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, and five (5) years of management or administrative experience in financial administration and/or City government.

Knowledge, Skills, & Abilities Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the function of the assigned area.
- Principles, practices and techniques of financial services in a public agency setting, including finance, accounting, and purchasing.
- Knowledge of Governmental Accounting Standards Board (GASB) standards and Single Audit Requirements for federal grants.
- Knowledge of Oregon Local Budget Law.
- Applicable Federal, State, and local laws, codes, and regulations.
- Ability to process payroll and accounts payable, prepare bank reconciliations in the fund accounting environment, and prepare annual financial statements that comply with Accounting Principles Generally Accepted in the United States of America (US GAAP).
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Methods and techniques for the development of presentations, contract negotiations, and business correspondence.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Licenses and Certifications

Certified Public Accountant (CPA) and/or Certified Public Finance Official (CPFO) preferred, but not required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

To apply please submit:

- City of North Plains application for employment. Visit www.northplains.org/hr/page/employment-application
- Current resume
- Cover letter

Updated description: 8/13/2019