



**DEPARTMENT:** Finance  
**REPORTS TO:** City Administrator

**FSLA:** EXEMPT  
**SALARY:** \$76,510-\$98,973

**JOB TITLE:** Finance Director

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**PURPOSE OF POSITION:**

Plans, organizes, directs, and controls the functions of the Finance Department, including the general ledger accounting system, utility billing, purchasing and investing of funds. Advises City management in the preparation of the budget as Budget Officer and staffs Budget Committee. Prepares and provides financial reports and recommendations. Ensures compliance with all accounting rules and regulations as required by law, including the maintenance of fiscal records. Manages insurance benefits. Performs a variety of routine and complex administrative, technical, professional, and analytical duties supporting the activities of the City Administrator, Mayor, and the City Council.

**ESSENTIAL JOB FUNCTIONS**

Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements. Monitors departmental expenditures for the purpose of advising departments of budget status and ensuring conformance with budget provisions and maximum expenditure amounts.

Prepares, interprets, and analyzes financial reports and statistical information. Researches difficult accounting and reporting issues. Reviews and corrects financial information and records year-end adjustments. Analyzes and coordinates financial policies, procedures, and expenditures in relation to budget forecasts.

Oversees City budget preparation, including reviewing preliminary department budgets, working with the Budget Committee in conducting budget hearings, compiling and researching information, analyzing reports, preparing statistical data, providing budgetary guidance to department heads, preparing budget notices.

Prepares/reviews end of the year adjusting entries and schedules for the annual audit; works with auditor in answering questions, providing necessary information and explaining the accounting/financial system. Reviews audit results and implements necessary/recommended internal controls and/or other revisions. Ensures compliance with all GASB requirements.

Is responsible for managing all duties and operations within the Finance Department, including payroll and all associated reports, journal entries and adjustments, general accounting ledgers, bank and cash reconciliation. Manages and implements fixed assets management and inventory systems and project management. Oversees accounts payable, accounts receivable, cash receipts, payment and schedules of City loans, and the financial operations of Municipal Court.

Ensures Finance Department compliance with adopted City policies and procedures and implements specific policies and office procedures for subordinating staff.

Manages employee benefits, such as group insurance and PERS, and assists in compliance with regulations associated with personnel policies, FLSA, COBRA, Wage and Hour laws, etc.

Maintains and assigns mandatory employee learning opportunities.

Attends regularly scheduled City Council meetings, budget meetings, responds to inquiries and questions regarding the City's finances.

Invests and manages financial assets of the City.

Maintains special accounts involving collection of liens and payment of bonded indebtedness.

Oversees the Finance and Utility Billing software, including upgrades, repair, and technical assistance.

### **EXPECTATIONS**

Follow all City safety rules and operating procedures at all times.

Follow record retention laws for all paperwork.

Performs any other duties as required by the City Administrator, Mayor, or Council.

Maintain proficiency by attending training's and meetings, reading materials, and networking.

Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.

Practice common courtesy and respect with fellow employees especially related to work schedule, workload, time-off coordination, use of council room, and other shared equipment and areas.

Maintain Finance office in a clean, organized and professional manner.

Maintain a clean, neat, and professional appearance and dress in an appropriate manner for position.

Establish and maintain working relationships with fellow employees, supervisors, elected officials, other agencies, and citizens of our community with whom they must interact to perform the responsibilities of the position held.

Employee is expected to be present in the office and available to during regular business hours.

Perform related duties as assigned.

**POSITION QUALIFICATIONS:**

**MANDATORY REQUIREMENTS:**

Position requires an accredited associate degree and four years of progressive accounting experience, or other combination of experience and training, which demonstrates the equivalent knowledge and skills.

Position also requires at least two years of supervisory experience.

**DESIRED REQUIREMENTS:**

Bachelor's Degree in accounting and/or public infrastructure and finance.

Five years' experience in municipal accounting and finance is preferred.

Experience with Springbrook accounting software. Oregon Government Finance Officer Association certification.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, reach, drive and walk. Duties involve moving materials such as files, binders, books, office equipment, tables, and chairs weighing anywhere from 10 to 25 pounds. Manual dexterity and coordination are required over 50% of the work time while operating typical office equipment (i.e. computer keyboard, calculator, and copier).

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, facsimile machine, copier, personal interruptions, and background noises.

**SUPERVISION EXERCISED:**

Supervision of financial tasks that are executed by other employees of the City.

**SUPERVISION RECEIVED:**

Works under the direction of the City Administrator and is governed by state law and other

municipal finance statutory requirements. Also receives direction from the City Council and the Budget Committee.