

# Finance Director

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**DEPARTMENT:** Administration  
**DIVISION:** Finance  
**SUPERVISOR:** City Administrator  
**CLASSIFICATION:** Exempt  
**UNION:** No  
**CONFIDENTIAL:** Yes

## **POSITION SUMMARY**

Manages and coordinates the activities of Finance, Utility Billing, Municipal Court, and Information Technology (IT).

## **SUPERVISION RECEIVED**

Works under the general supervision of the City Administrator.

## **SUPERVISION EXERCISED**

Manages staff in Finance, Utility Billing, Municipal Court, and IT.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

### **Finance, Utility Billing, Municipal Court, and IT - Operations**

- Plans, directs, and evaluates the staff of the division; develops concepts and a philosophy that guides the operations of the division.
- Establishes procedures and performance standards to assure efficient and accurate activities in compliance with City policies, guidelines, goals, and objectives.
- Develops and evaluates assigned staff; reviews progress and directs changes as needed.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations within the division.
- Issues written and oral instructions; assigns duties and examines work for accuracy and conformance to policies and procedures.

### **Finance**

- Manages the preparation of all financial reports.
- Manages the development, maintenance and reporting of financial systems and records that provide for proper evaluation, control, and documentation of City financial operations.
- Manages the City's yearly audit process and reports to City Administrator and City Council audit findings and recommendations along with presentation of the yearly completed audit. Reports audit completion to State of Oregon and posting on City website.
- Designs, recommends, and oversees the implementation of approved City financial management policies. Ensures adherence to federal, state and/or Governmental Accounting Standards Board financial practices, laws, rules, and regulations.

- Plans, organizes, and manages the specific financial operations for the City including payroll, purchasing, accounts payable, utility billing, licensing services, and assessment billing services.
- Directs the preparation of state and federal reports.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Oversees the posting and reconciliation of ledgers and accounts.
- Provides monthly reports to Departments/Divisions for budget and expenditure tracking.
- Issues quarterly financial reports to the City Administrator and Council if directed.
- Oversees the central computerized financial system.
- Acts as Budget Officer for the City and develops the annual City budget.
- Manages, designs, and negotiates lending agreements, special financing agreements, and finance-related intergovernmental agreements, and service contracts.
- Manages the sale of City bonds and other financial obligations in accordance with state and federal regulations.
- Provides financial advisory services, technical advice, and assistance to staff and Council.
- Provides financial advisory services, planning, analysis, scenarios projections, and assistance for City departments and City Council.
- Regularly updates City rates and fees of services and makes recommendations to City Administrator.
- Regularly update long-term financial planning; Evaluate revenue and expenditure assumptions and financial models with recommendations to departments and City Administrator.
- Evaluates and recommends best business practices for all departments related to fiscal management.
- Representation as the City's financial advisor during collective bargaining and to other outside agencies/businesses.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of City financial services.
- Responds to sensitive or complex inquiries or service complaints from City Council, committees, media, and citizens.

#### **Utility Billing**

- Regularly evaluates City's Utility Billing Administrative Rules and makes recommendations to City Administrator.
- Approves leak adjustments within Utility Billing Administrative Rules.

#### **Municipal Court**

- Works with Municipal Court Judge on evaluation of Court operations and staffing.
- Manages all third-party service contracts for Court services, recommending changes as needed to City Administrator.

### **Information Technology (IT)**

- Oversees the central information system of the City.
- Manager all 3<sup>rd</sup> party service contracts for IT services, recommending changes as needed to City Administrator.

### **Other Duties and Assignments**

- May oversee or manage specific projects identified and agreed upon with City Administrator.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Bachelor's degree or post baccalaureate certificate in accounting, business administration, or related field; and
- b. Five years progressively responsible experience in municipal accounting, including supervision and/or management; or
- c. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Practices, principles and procedures of municipal accounting, auditing, budgeting, and financial planning at the advanced level.
- b. Fiscal management including budget development, expenditure control, and recordkeeping in mid- to large-size organizations.
- c. Management and supervisory principles, practices, and methods.
- d. Laws, rules, and regulations applicable to assigned operations and generally accepted accounting principles.
- e. Generally Accepted Accounting Principles and understanding of internal controls at an advanced level.
- f. Production of financial statements according to Generally Accepted Accounting Principles.
- g. City services and the financing and accounting of those services including public safety, public works, utilities, community and economic development, and internal support services.
- h. Plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- i. Develop work unit's goals and objectives consistent with the City's strategic planning documents.
- j. Develop City financial goals and perform strategic planning.
- k. Analyze and evaluate business operations and develop and implement corrective action to resolve problems.
- l. Establish and maintain effective working relationships with City Council, staff, committees, and customers.
- m. Establish and maintain effective partnerships with external public and private organizations conducting business with the City.
- n. Communicate effectively, both orally and in writing.
- o. Develop and maintain a team oriented working environment.

## **DESIRED QUALIFICATIONS**

- a. Experience with ERP Software (Currently Tyler Technologies Incode Software).

## **SPECIAL REQUIREMENTS**

- Must pass a background check.

## **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; ten-key calculator; and telephones.

## **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 position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

## **WORKING CONDITIONS**

The work environment characteristics described here 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.

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments with telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

## **EMPLOYEE ACKNOWLEDGMENT**

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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.

I acknowledge that I have received a copy of the **Finance Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_

Finance Director

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

City Administrator

\_\_\_\_\_

Date