



CITY OF BEND
OREGON

ACCOUNTING & FINANCIAL REPORTING MANAGER

\$81,264 - \$105,540

Plus Excellent Benefits

Apply by

May 6, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located on the eastern edge of the Cascade Mountain Range along the banks of the Deschutes River, Bend sits between high desert plateaus and forest-covered mountains. Bend is Central Oregon’s largest city, noted for its scenic setting and year-round recreational activities.

A talented and experienced finance professional has an exciting opportunity to shape the City of Bend’s finance department, in a fast-growing community that takes pride in its outstanding quality of life. If you are interested in making an impact in an energetic community, then this is the position for you!

THE COMMUNITY

Nearly the geographic center of the state, Bend, Oregon, covers 32 square miles and sits at an elevation of 3,625 feet. According to the U.S. Census Bureau, last year the community was the fastest growing large city with a population greater than 50,000 in the West, now home to more than 90,000 residents.

Surrounded by unmatched natural beauty in Mt. Bachelor, Three Sisters Wilderness, Broken Top Mountain, Smith Rock State Park, Mt. Jefferson, Mt. Washington Wilderness and Cascade Lakes, year-round outdoor recreation abounds. Whether it’s skiing, snowboarding, snowmobiling, snowshoeing, mountain biking, fishing, hiking, rock climbing, white-water rafting or golf, residents love the outdoor life that Bend affords them.



When it comes to entertainment, Bend has far more than just outdoor recreation. With countless art galleries, annual music, art and film festivals, theatrical companies, movie theaters, unique shops, national clothing chains, world-class dining and nationally recognized breweries, wineries and wine tasting bars, there’s something for every taste and preference.

The Bend area is served by the exceptional Bend-La Pine School District, which has 12 elementary schools, four middle schools, four high schools and four magnet schools. There are also several private schools, Central Oregon Community College, and the new Oregon State University Cascades Campus.



THE CITY

Incorporated in 1905, the City of Bend utilizes the council/manager form of government. The City Manager provides leadership and administration of all activities and operations of the City as directed by the City Council. The City’s mission is to provide outstanding service with commitment and integrity, and to create a safe, healthy community where people love to live.

Since 2008, the City administration has been led by City Manager Eric King. Mr. King enjoys a reputation as a progressive and collaborative leader and manager. Bend is a full-service city with a dozen operating departments, more than 600 FTEs and a biennial budget of more than \$700 million.



THE FINANCE DEPARTMENT & THE POSITION

The Finance Department consists of Accounting, Budget, Billing & Customer Service and Municipal Court Divisions. Under the general supervision of the Assistant Finance Director, this management position is responsible for the day-to-day supervision of 10 accounting, payroll and accounts payable staff. The Accounting & Financial Reporting Manager is also responsible for the management of the City's complex financial and accounting systems; technical account reconciliations and analyses; preparation of the Comprehensive Annual Financial Report; grant, project and fixed asset accounting and reporting; and other financial reporting functions.

Typical duties include, but are not limited to:

- Supervises, manages and reviews work product of professional accounting, payroll and accounts payable staff and other accounting and reporting functions to ensure accounting records are complete and accurate. Conducts performance evaluations, hiring, disciplinary and termination actions.
- Manages, reviews and directs a variety of daily, monthly, quarterly and annual accounting, payroll and accounts payable tasks and transactions performed by staff. Ensures proper accounting, internal control and sound financial management and business practices are maintained. Ensures compliance with all IRS guidelines, federal, state and local laws, rules and policies.
- Manages the City's accounting systems and complex chart of accounts. Ensures the integrity of the City's chart of accounts and accounting transactions. Reviews and ensures all accounting transactions are properly recorded in accordance with organizational policies, budgetary requirements, and generally accepted governmental accounting principles.
- Performs research, interprets and ensures City accounting practices and financial reports are compliant with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards, GASB statements, state and federal law and the City's ordinances, rules, regulations, policies, procedures and other guidelines. Researches and implements new requirements.
- Evaluates, develops, implements and manages City-wide accounting, payroll and accounts payable procedures.
- Evaluates, develops, implements and manages City-wide internal controls and advises other City departments on financial policies and procedures. Works with other departments or divisions of the city to ensure that city-wide processes and practices comply with sound accounting controls and financial management principles.
- Manages banking relationships with City's depository and investment banks. Manages City's credit card and/or purchasing card programs.
- Prepares complex financial analyses and special projects as needed. Investigates and resolves complex financial management issues. Works with legal counsel and other departments on revisions and updates to Bend Code, City Ordinances, Resolutions, Franchise Agreements, SDC methodology studies and contracts as needed.
- Responsible for the timely and accurate completion and submission of the City's Comprehensive Annual Financial Report, Bend Urban Renewal Agency Reports, Bend Metropolitan Planning Organization Annual Report, federal grant reporting, monthly room tax reporting and other required financial reports.
- Reviews technical account reconciliations, complex account analyses, internal controls and audit documentation.
- Manages annual financial audit and relationship with financial auditors and other audits. Works with auditors to resolve audit issues.
- Evaluates and manages the City's financial systems and applications to meet financial reporting and budgetary requirements. Researches, reviews, coordinates and facilitates the design and implementation of automated accounting/financial Enterprise Resource Planning (ERP) systems and applications.
- Reviews and processes records containing employee and customers' sensitive financial information such as credit history, loan documents, and financial institution account numbers.

OPPORTUNITIES & CHALLENGES

1. Setting up for Success

The Finance Department has been evaluating the structure of the department to ensure it is positioned for success. Most of the employees this position will supervise have been in their current position for less than 3 years. Additionally, due to the Enterprise Resource Planning (ERP) replacement project discussed below, there are now new systems and processes to be implemented. The Accounting & Financial Reporting Manager will need to have a strong ability to develop staff, and lead the evaluation and implementation of process improvements, while ensuring the integrity of financial controls and regulatory compliance.

2. ERP Replacement Program

The City of Bend is in the middle of an Enterprise Resource Planning (ERP) replacement project to replace its 28-year-old “green screen” system. In November 2016 the City went live on Core Financial modules including the general ledger, budgeting, purchasing and accounts payable. HR/Payroll is scheduled to go live in May 2018. Additional systems to be replaced by late 2020 include integrated inspections, permitting and licensing, general and utility billing, cash receipting, municipal court, bid management and fleet management. The Accounting Manager will help staff manage the change that directly and indirectly impacts the Accounting Division of the Finance Department.

3. Shaping the Future

The City of Bend is a growing, fast-paced community. The Accounting & Financial Reporting Manager will need to be a proactive self-starter that exercises considerable independent judgment and initiative. The successful candidate will need to be able to keep up with the shifting priorities and be proficient in providing timely financial reporting and data analysis from legacy and newly implemented systems to assist in decision making and development of recommendations and solutions to the wide variety of issues facing the Finance Department and the City of Bend.

The Accounting & Financial Reporting Manager has a unique opportunity to help design long-lasting systems and processes that will safeguard the City’s assets while responding to the needs of the citizens of Bend, as well as the departments and employees in a timely manner.

IDEAL CANDIDATE

Education & Experience:

A Bachelor’s degree in Accounting, Finance or a closely related field, and five (5) years of progressive professional level supervisory experience in governmental accounting work or auditing. An advanced degree in accounting, and/or CPA is strongly desired.

Key Characteristics:

The Accounting & Financial Reporting Manager will have strong technical skills in public sector accounting, ideally in a larger city or county agency. A specialist who is knowledgeable of and proficient at many different aspects of finance and accounting will be well equipped to deal with Bend’s fast paced, complex operating environment.

A priority for this position will be to provide technical expertise in the accounting function. The Accounting & Financial Reporting Manager should be a detail-oriented practitioner who remains acutely aware of the organizational goals, measures and overall direction of the City.

Excellent interpersonal and communication skills will be paramount for this position. The ideal candidate will be a patient, supportive supervisor and will show a commitment to staff development and solid skills in performance management. The successful candidate will embrace the Finance Department’s customer service orientation and proactively look for ways to improve processes and resolve problems.



Necessary Knowledge, Skills & Abilities:

- Knowledge of generally accepted accounting principles (GAAP), and local government budget laws.
- Advanced knowledge of municipal operations and city policies, regulations and ordinances.
- Local, state and federal laws pertaining to municipal budgeting, taxation, investing, reporting and payroll.
- Experience with governmental fund accounting, internal controls, accounting systems, record keeping and auditing.
- Proven ability to communicate well with a wide range of city positions and customers, including experience with communicating financial information and processes to customers and other City staff, in writing and verbally.
- Knowledge of techniques and controls for cash handling and revenue collection.
- Thorough knowledge of management and supervisory principles, computerized information systems, and business office procedures.
- Proven experience working cooperatively with other employees, customers, vendors, clients, and the public.
- Demonstrated time management, critical thinking and problem-solving skills, and the ability to organize and manage work projects.
- Ability to lead and implement change, develop teamwork and delivery of customer service, and exercise professional judgment and discretion.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$81,264 - \$105,540 DOQ + up to 10% performance pay, reviewable annually**
- Fully-paid Oregon PERS retirement
- Medical and dental insurance
- Health reimbursement account + VEBA Program
- Telemedicine
- Life insurance (Annual salary, with \$150,000 cap)
- Long-term disability insurance
- 11 paid holidays
- 12 vacation days per year (eligible to use after 6 months)
- 12 days sick leave per year
- Optional 457 deferred compensation program
- Performance leave program

Please visit:

www.bendoregon.gov



CITY OF BEND

The City of Bend is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 6, 2018** (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** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050