



OREGON

# FINANCE DIRECTOR

## \$109,783 - \$147,119

*Plus Excellent Benefits*

*Apply by*

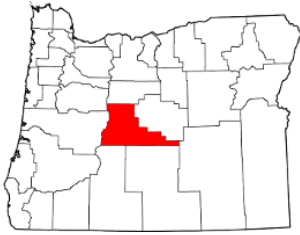
**March 31, 2019**

*(First Review, Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



Located in the heart of Central Oregon, Deschutes County serves as the outdoor recreation capital of the state. Both residents and visitors enjoy skiing, snowboarding,

fishing, hunting, hiking, camping, rock climbing, bicycling, rafting, kayaking, and golfing, as well as a variety of annual festivals and sporting events. The natural beauty of the area, its mild climate, and diverse recreational opportunities make Deschutes County a great place to live, work, and play. Deschutes County offers the right candidate a challenging and rewarding career opportunity to lead an award-winning finance function and contribute positively toward the County’s continued fiscal health.



**THE COMMUNITY**

For the past decade, the Central Oregon region has been recognized nationally and internationally as one of the best places to live. Deschutes County is conveniently located within a three-hour drive of Portland, Oregon, and within one hour of the Cascade Mountain Range. With an average elevation of 3,600 feet, the area enjoys a dry, high desert climate with cool nights and over 300 days of sunshine per year!

The countywide population is 190,000 spread over 3,055 square miles. Tourism brings over 1.5 million visitors annually to Deschutes County. The Mount Bachelor ski resort attracts tourists from throughout the nation. The nearby Cascade Lakes are also a large draw for tourists and the area boasts a concentration of 29 world-class golf courses.

Other local features include a vibrant visual and performing arts community, outstanding restaurant scene, extensive and respected health care network, and a high-quality educational system. The combined infrastructure investment totals in the billions of dollars and acts as a magnet for professional talent from across the U.S. and abroad.

The cities of Bend, the county seat, Redmond, La Pine, and Sisters are the four municipalities in Deschutes County. Roberts Field Redmond Municipal Airport connects Deschutes County to other major US western cities. In addition to excellent public and private K-12 schools, Bend is home to Central Oregon Community College (COCC) and Oregon State University’s Cascade Campus.

**THE COUNTY**

Deschutes County is one of the largest employers in Central Oregon and the largest municipal government in the region. The County utilizes a professional staff of 1,020 full-time equivalents (FTE) and an annual budget of \$454.4 million to provide a broad spectrum of direct services for residents and visitors, including public safety, public and behavioral health, community development, road construction and maintenance, elections, assessment and taxation, solid waste, social services, and fair and expo facilities.

Indirect services that support county operations include finance, human resources, property and facilities management, internal auditing, information technology, legal counsel, and public information.

The Board of County Commissioners is the governing body and is comprised of three commissioners elected at large. The Board’s duties include executive, judicial (quasi-judicial) and legislative authority over policy matters of countywide concern. The Board of Commissioners also acts as the governing body for other local public entities such as the Sunriver Service District, the 9-1-1 Service District, Black Butte Ranch and Extension/4-H. To implement policy and manage the day-to-day operations of the County, the Board appoints the County Administrator. Deschutes County is self-funded for health insurance, and to help control health care costs, the County has its own on-site clinic and pharmacy for employees and dependents covered by the health plan.

## THE DEPARTMENT

The Finance Department is responsible for collection of property taxes, accounting services, treasury management and financial advice to Administration and the Board of County Commissioners. The Finance Department operates with 14.5 FTE's on a budget of roughly \$3 million. Since the late 90's, the Finance Director has also represented the County by fulfilling duties associated with the elected office of County Treasurer. This supplemental role is unique to Deschutes County, and provides for a monthly stipend paid in addition to the salary associated with the Finance Director position.

## THE POSITION

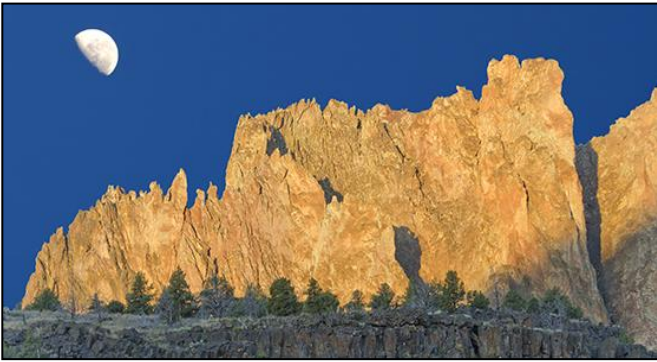
Working under direction of the County Administrator the Finance Director plans, coordinates, and directs the operations of the County Finance Department. The Director is responsible for assuring the County's financial health, maintaining fiscal stability, investing County resources and safeguarding the County's assets. The Director also directs finance, accounting, tax collection, and payroll functions and staff, serves as Chief Tax Collector for Deschutes County, develops plans to achieve financial goals, and assures that accounting activities comply with state and federal regulations and County policies.

### Main responsibilities include:

- Directs Finance Department operations through effective planning, staff management and leadership, and resource allocation; directs operations, including financial records, investments, debt management, financial analysis & reporting, revenues, audits, and budgets; manages tax revenue, fiscal policy, and internal controls.
- Develops plans to meet revenue and investment goals and objectives; assures compliance with state and federal financial management regulations, County policies and goals, and national accounting standards.
- Serves as Chief Financial Officer and Treasurer under the direction of the County Administrator. Exercises independent judgment within broad policy guidelines; interprets policy as needed, evaluates trends, defines desired results, and develops solutions.
- Serves as a CFO, advising the Board of County Commissioners.



- Provides leadership, direction, and guidance in managing financial strategies and priorities. Evaluates and analyzes financial data and develops solutions to assure the County's financial health. Identifies County needs and service demands and develops plans to achieve future goals and growth objectives.
- Provides leadership to department staff to provide quality service to citizens and County staff; promotes cooperative team efforts among staff and with other County departments.
- Manages and evaluates the performance of Finance Department staff; monitors operations and assures staff compliance with departmental policies and procedures; prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; schedules staff to meet job demands.
- Directs preparation of the Comprehensive Annual Financial Report (CAFR) and other financial reports; assists auditors as needed to review and verify the County's financial status; assures the quality of the accounting activities and work products, and the accuracy of the financial data.
- Directs preparation and management of County budgets; analyzes financial data and trends, reviews and approves revenue and expenditure forecasts; maintains long range financial plans for significant funds and enterprises.
- Oversees the selection, installation and maintenance of automated and manual financial information and management systems, payroll information systems and related software applications.
- Administers collection of County Transient Room Tax, including oversight of related auditing functions to ensure appropriate collection as defined by Deschutes County Code.



**OPPORTUNITIES & CHALLENGES**

**1. Relaxed Transition:** The current Finance Director is retiring and has left the County in a positive financial position with very little debt. In an effort to continue this trend, candidates are expected to have experience working with underwriters and bond counsel, along with experience with revenue and G.O. Bonding.

**2. Special Purpose Districts:** The Deschutes County Commissioners have oversight responsibility for several special purpose districts including the 4-H extension office, 911 district, and a few police and fire contract service areas. The Finance Director will lead the department which provides services and financial controls for these entities.

**3. Political Environment:** Deschutes County has multiple elected officials other than the Board of Commissioners which are among the internal customers for the Finance Department. Candidates must have experience successfully working in this type of complex political environment.

**IDEAL CANDIDATE**

**Education & Experience:**

A bachelor’s degree in finance, business, public administration, or a related field, and five years of public sector financial operations management experience is required. Candidates with a CPA are highly desired. Candidates must have or obtain a valid Oregon driver’s license within 30 days of hire.

**Necessary Knowledge, Skills & Abilities:**

- Knowledge of the principles and practices of public sector administrative management, including performance management, personnel rules, cost accounting, budgeting, contract management, and employee supervision.

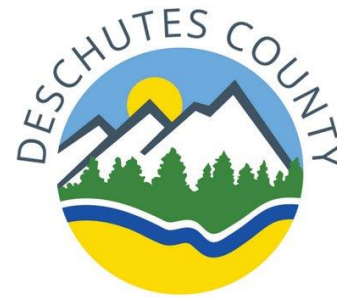
- Considerable knowledge of the principles and practices of governmental accounting and budgeting and their application in a County setting.
- Advanced knowledge of Oregon Revised Statutes and federal regulations pertaining to accounting, budget preparation and maintenance, audit requirements and documentation preparation.
- Knowledge of Generally Accepted Accounting and Auditing Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Knowledge of techniques and practices for effective, efficient, and cost-effective management of allocated resources, and for long-range strategic and financial planning.
- Skill with current financial software systems, technology and software are essential.
- The ability to see the big picture and help manage change.
- Experience with a budget cycle in an Oregon public agency.
- The ability to give presentations in Board meetings and in front of elected and citizen groups.
- Experience serving a variety of internal and external customers, excellent customer service skills, and a commitment to all employees.
- Skill in being a trusted advisor to diverse constituencies and priorities in a public service context.
- Proven ability to communicate effectively both verbally and in writing to include the composition of clear and concise reports and presentation.
- The ability to take complex information and communicate it to a wide variety of audiences.

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

- **\$109,783 - \$147,119 DOQ**
- Generous health benefits with employee premium of \$90/month
- Generous paid leave starting at 18 hours per month accrual
- Employer paid Life/AD&D
- Employer paid LTD
- Voluntary supplemental insurance plans available through AFLAC
- PERS retirement program
- Deferred compensation programs (457 retirement savings plan; three investment companies to choose from)
- Section 125 Flexible Spending Account
- Life Assistance Program



**Please visit:**  
**[www.deschutes.org](http://www.deschutes.org)**

Deschutes County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 31, 2019** (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](http://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](http://www.prothman.com)**

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