



# Finance Director

**Department:** Finance  
**Reports To:** County Court  
**Classification:** Exempt  
**Grade:** Grade 133 - Step 3-5  
**Salary:** \$100,235 – 106,350 DOE

## Summary

Under general supervision of the County Court, the Finance Director manages and maintains the County's long-term financial well-being by providing executive level fiscal services including the development, review, analysis, evaluation, and administration of the County's budget and larger financial operations. This is not an oversight position; the finance director is expected to be a hands-on financial practitioner heavily involved in the finance department's inner workings.

A critical aspect of this role is the continual assessment of budget submittals and related issues regarding departmental and County-wide budgets. The Finance Director oversees the tracking and monitoring of budget expenditures, ensuring that all allocated funds have been spent properly; develops and implements budgetary controls procedures; develops and reviews financial scenarios and models, and advises the Court and department heads regarding financial impacts on long-term financial forecasts, incorporating insight and analysis on both revenue and cost trends.

The Finance Director is responsible for creating strategic long-term growth plans, preparing audit documents and overseeing the audit process, and managing senior staff. This position is responsible for directing and administering all financial functions of the County in accordance with generally accepted accounting principles (GAAP) and other regulatory and advisory organizations and in accordance with financial management techniques and practices within the established County government system.

The Finance Director works across all departments to provide financial subject matter expertise; they will work in partnership with the Court and County leadership delivering data, insights, and necessary financial tools. Key to success, is the ability to build a culture of responsible fiscal management with a goal of creating a more efficient use of County resources, promoting more transparency around County operations; managing and coaching the finance team to provide financial support on the County's most important decisions.

Under certain circumstances i.e., the absence of appointed and/or elected finance officials the Finance Director may be required to temporarily serve as chief deputy treasurer and / or chief deputy tax collector until Court appointments are made.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



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## Essential Job Functions

### Fiscal Function

1. **Financial Operations:** The Finance Director is responsible for all County financial operations including effectively executing Crook County's financial strategy: including planning, organizing, implementing, directing, and evaluating the County's fiscal performance. Supports finance staff to ensure integrity and accuracy of the general ledger, accounts payable, cash receipting, payroll, financial reporting systems, and preparation of an annual audit report which includes separate review for federal grant compliance.
2. **Budget:** Lead and manage the annual budget development process; prepare and present recommendations regarding the annual budget including supplemental budgets as required. This role requires active hands-on participation in the oversight, preparation, administration, and control of the County budget; provide support and assistance to the County Court and department heads in the preparation of budgets, including the interpretation of budget policies, and budgetary controls; review internal audit documents and findings to ensure budget controls are implemented in accordance fiscal best practices, County policies, procedure, ordinances, resolutions, Oregon Budget Law, and any other local, state, or federal laws.

Analyze, monitor, and report on revenue collection and expenditures in relation to authorized budgets; direct and monitor staff in the examination of budget and allocation requests; monitor budget allotment and reserve plans to assure compliance with County policies and objectives; monitor expenditures according to budget allocations/appropriations; direct adjustments as needed.

Analyze and oversee analysis of local bond, federal and state funds; review and develop financial forecasts and long-range strategic planning models; develop and coordinate funding recommendations, justifications, and alternatives for funding of agency programs to meet current and evolving needs.

Coach and direct team to identify opportunities that will help the County operate more efficiently and deliver on its established goals and objectives.

3. **Long-Term Strategic Planning:** Evaluate and advise on the impact of long-range planning, introduction of new programs/strategic policies and procedures. Analyzes and oversee assessment of local bond issuance, federal, and state funding opportunities; review and develop financial forecasts and strategic planning models: develop and coordinate funding recommendations, justifications, and alternatives for funding to meet current state and future needs.
4. **Reporting:** Establish and maintain financial transparency; effectively and clearly communicate risks; advise, direct, and support the County Court and Departments/Offices with the timely preparation of monthly financial reports.



# Finance Director

**Staff Management:** This is a supervisory position. The Finance Director supervises assigned employees including,

1. Managing and providing direction to the Accounting Manager and Senior Accountant's activities. A hands-on practitioner approach is essential to the development and execution of financial policy and protocol. 2+ staff members
2. Provide technical financial knowledge and training to staff within the financial discipline
3. Provides coaching, counseling, development support, disciplinary guidance, and directions -through clear and concise communication

## Policy & Procedure

1. Strategically develop and oversee accounting procedures – create reliable cash flow projections and reporting mechanisms that include minimum cash thresholds to meet operating needs.
2. Enhance and/or develop, implement, and enforce policies and procedures by way of systems that will improve the County's overall financial effectiveness.
3. Provide expertise on increasing revenue and reducing costs.

## Special Projects

1. **Project Management:** The Finance Director will serve as manager and/or Court liaison for various large-scale projects as needed i.e., software implementation and rollout, capital projects, business acquisitions, and expansion of County interests.

## Knowledge Skills & Abilities

*This role requires an advanced knowledge of and understanding in the practical application of the following KSAs*

1. Oregon Budget Law expertise.
2. Large-scale budgeting expertise.
3. Generally accepted accounting principles (GAAP) and the ability to effectively use them.
4. General knowledge of Oregon tax collection principals and processes expertise.
5. Governmental accounting proficiency.
6. Expertise in modern and highly complex principles and management practices of municipal administration.
7. Municipal government budget forecasting experience.
8. Advanced knowledge and understanding of leadership and management principals; staff development and management; succession planning, professional development, and leadership pipeline development.
9. Advanced knowledge of internal controls and auditing procedures.



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10. Deep understanding of pertinent federal, state, and local laws, codes and regulations specific to treasury, cash, investment, and debt management.
11. Subject matter expertise in governmental finance and accounting process, protocol, and guidelines.

### Required Education, Training, and Experience

1. Bachelor's degree in Accounting, Finance, Business Administration or related field.
2. Five or more years of increasingly responsibilities in accounting experience, preferably in a public sector environment, including demonstrated experience overseeing programs, projects, and staff.

### Preferred Education, Experience, and Certification

1. Master's degree in accounting or related field
2. Oregon CPA
3. GFOA-CPFO Certification or ability to obtain
4. Oregon Budget and Tax law training/certification or ability to obtain

### Work Environment

This is largely a sedentary role; however, some filing, lifting and carrying may be required. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### Physical Demands

1. 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.
2. Must be able to work in an office environment that is environmentally controlled. The employee must possess sufficient hand coordination to perform keyboarding and data entry, execute arm/hand movements to retrieve work materials and operate a variety of general office equipment. The position is frequently required to sit is frequently required to sit, stand, walk, stoop bend, reach, stand, grasp, reach, grasp talk, hear, see, and lift up to 10 pounds

*Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.*

### Position Type and Expected Hours of Work

This is an exempt position; days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. or as required.

### Travel

Occasional travel will be required.