



OREGON

## FINANCE DIRECTOR

# \$106,305 - \$117,374

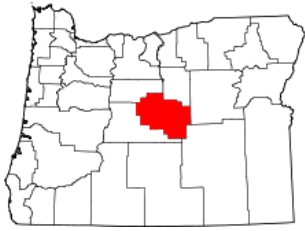
*Plus Excellent Benefits*  
*(New Increase Salary!)*

*Apply by*  
**November 22, 2020**  
*(First Review, Open Until Filled)*

***P*ROTHMAN**



## CROOK COUNTY, OREGON



Located in the geographic center of Oregon where the Blue Mountains intersect the Cascade Mountain Range, Crook County (pop. 26,845) covers 2,987

square miles and is home to some of the most beautiful scenery and wildlife the northwest has to offer. Crook County is a unique blend of rural landscapes and charming communities, fueled by excellent recreational and educational opportunities, a strong economy, and family focused, friendly, and progressive residents.

The County's seat and only incorporated city, Prineville (pop. 10,010) along with the County's 8 unincorporated communities offer incredible recreation for residents and visitors alike including golfing, fishing, hunting, boating, rafting, skiing, snowboarding, hiking, camping, rock climbing, horseback riding, all within a 30-minute drive. The Prineville Chamber of Commerce also provides access to over 1,000 acres of mining claims to rock-hounds, who can dig for free agates, limb casts, jasper and thundereggs. Additionally, Prineville recently purchased 461 acres now known as the Barnes Butte Recreation Area that features 360-degree views of the surrounding rim rocks and wildlife, and the Crooked River Wetland Complex just west of Prineville offers a refreshing, well-utilized area for jogging, bike riding, dog walking, viewing of Grizzly Mountain and abundant wildlife and bird watching opportunities.

The county's strong economy has traditionally been driven by agriculture, construction, forest products, livestock, manufacturing, recreation, and tourism. The County's agriculture is supported by the development of irrigation districts, which permits the raising of hay, grain, mint, potatoes, and seed, while range and forest lands allow grazing for a sizable livestock industry. As well, the Ochoco National Forest's abundance of ponderosa pine is the main source of lumber for the County, while tourism and recreation have helped round out the economy over the years. Building upon the steadily growing economy, Facebook constructed their first company-owned 334,000 sq. ft. data center in 2010 and recently finished a second 360,000 sq. ft. data center with plans for a third 60,000 sq. ft. building.

In addition, Apple has completed a 10,000 sq. ft. data center and has submitted a master plan to build a 500,000 sq. ft. space over time. Another strong employer and presence in the community is St. Charles Health System, which completed construction of a \$30 million facility in 2015.

Crook County is served by the Crook County School District, which consists of one high school, one middle school, two elementary schools all in Prineville, and one rural school in Paulina. Additionally, there is Crook County Christian School in Prineville, Insight Charter (online) as an alternative educational opportunity, and a charter school in the community of Powell Butte. Higher educational opportunities are offered at the Central Oregon Community College/Oregon State University Open Campus. Crook County Open Campus is a partner of Central Oregon Community College in Prineville and offers a variety of credit classes and a degree partnership program with Oregon State University.



## THE COUNTY

Crook County is a general law County governed by the Crook County Court which consists of three elected officials - the county judge and two county commissioners. The County Court has no judicial authority. The judge functions as the day-to-day administrator of the County as well as the chair of the County Court. The commissioners are part-time, set policy for the county, and represent the County in various forums. The County operates on a 2020/2021 budget of \$97,008,700 with 221 employees who are a part of 25 departments including: Administration, Assessors, Bowman Museum, Building Department, Cemetery, Community Development, Clerk, District Attorney, Finance, Fairgrounds, GIS, Health Department, Human Resources, IT, Juvenile, Landfill, Legal, Library, Maintenance, Road Department, Sheriff's Office, Vector, Veteran's Services, Victim Advocates, and Weed Control.



## THE DEPARTMENT

The Finance Department performs centralized financial services for all County departments and serves as the property tax collection agency and distributor of property taxes for all taxing districts within Crook County. The Finance Department currently has 5 FTEs including: Accounting Manager, Tax Collector, Payroll Administrator, Accounts Payable, and Administrative Support. The Crook County Treasurer is an elected position who partners with the Finance Director and County Court remotely.

To view the County's full budget, please view the attachment found [here](#).

## THE POSITION

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. For a full job description, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. Crook County is faced with adapting to changing needs and evolving priorities such as the development of a new jail and heliport. As well, the introduction of FaceBook and Apple data centers have led the way for rapid growth and the need to rethink County financial strategies, policies and procedures.
2. Significant capital projects necessary to accommodate County growth will present budgetary challenges for the new Director.
3. The selected candidate will have the opportunity to reshape and develop Financial policy and procedure and shape the County through long-term financial planning.
4. The County's new Helion tax collection software may create new challenges and/or be a steep learning curve for the department.

## IDEAL CANDIDATE PROFILE

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### Education and Experience:

A bachelor's degree in accounting, finance, business administration, or a related field is required along with five (5) or more years of increasingly responsible experience in accounting, preferably in a public sector environment, and demonstrated experience overseeing programs, projects and staff. The ideal candidate will have a master's degree in accounting or a related field, be an Oregon CPA, be GFOA-CPFO Certified or the ability to obtain and have Oregon budget and tax law training or certification, or the ability to obtain.

## COMPENSATION & BENEFITS

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- **\$106,305 - \$117,374 DOQ**
- Medical, Vision, and Dental coverage
- Vacation
- Sick Leave
- 100 hours of Annual Holiday Pay
- 401K Employer Contribution

**Please visit:  
[www.co.crook.or.us](http://www.co.crook.or.us)**

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Crook County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 22, 2020** (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 "**Open Recruitments**", select "**Crook County, OR – Finance Director**", and click "**Apply Now**", or click [here](#). 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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