



Oregon

# CHIEF ACCOUNTANT

## \$97,344 - \$130,832

*Plus Excellent Benefits*

*Salary grade and compensation range are expected to increase effective with the 7/1/2021 budget*

*Apply by*

**January 24, 2021**

*(Interviews will be scheduled upon receipt of qualified applications)*

*Open Until Filled*

**PROTHMAN**



## WHY APPLY?



Salem is one of the most beautiful and livable areas of the Pacific Northwest. Located in the lush Willamette River valley in central Oregon, Salem is just an hour away from the Cascade mountains to

the east and the ocean beaches to the west. Salem offers year-round outdoor recreation, sports, music, theater, and arts, and is supported by a diverse economy, including agriculture, education, manufacturing, technology, recreation, and tourism.

Salem offers the right finance professional a challenging and rewarding career opportunity in an amazingly beautiful place to live!

## THE COMMUNITY

Salem is Oregon's capital city, located in the mid-Willamette Valley. Salem covers over 49 square miles and is home to over 170,000 residents. The Salem/Keizer metropolitan area has a population of over 400,000. Salem is the employment and retail center for surrounding communities in Marion and Polk counties. Large employers include state and county government, Salem Hospital, Willamette University, and Salem-Keizer School District. Major industries include value-added agriculture, food processing, high-tech manufacturing, and light manufacturing.

Salem provides a great environment for families, with affordable housing, an excellent transportation system, health care services, and an award-winning K-12 school system. Over 13 public or private universities and colleges are located within a 70-mile radius, providing opportunities for both undergraduate and graduate degrees.

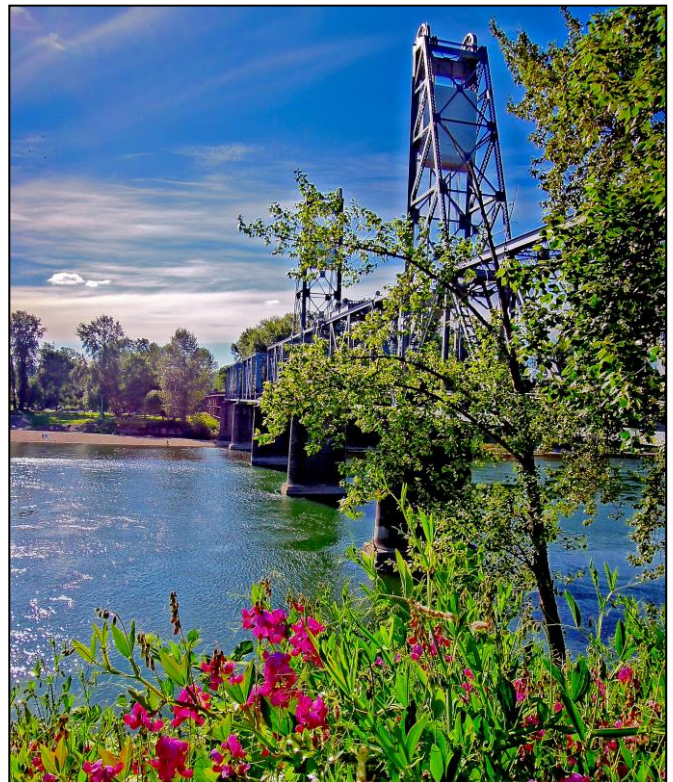
Salem has easy access to the Oregon coast, Oregon Cascades, and the Portland metropolitan area. In addition, Salem provides excellent outdoor, urban, cultural, and recreational activities. Salem residents have a strong culture of volunteerism and have a demonstrated commitment to community improvement.

## THE CITY

Operating under the council/manager form of government, the Salem City Council is made up of eight unpaid City Councilors, each elected to represent one of Salem's wards, and a Mayor, who is elected at-large by voters throughout Salem. The City Manager is the administrative head of the city government and is responsible for managing its operations.

Salem has a dynamic and progressive city government, dedicated to exceptional service and teamwork. The City of Salem (City) operates with eight departments including Legal, Community Development and Library, Human Resources and Facilities, Information Technology, Fire, Police, Public Works, and Urban Development. All department directors are appointed by and serve at the pleasure of the City Manager.

The City maintains 25 distinct funds whose budgeted expenditures total \$671.4 million in the current fiscal year 2020-21. The all-funds budgeted number of full-time equivalent employees is 1,282 and there are five collective bargaining groups. Salem also has an Urban Renewal Agency and Housing Authority (separate budgeted entity).





## THE DEPARTMENT & POSITION

The City and departments work diligently to provide excellent customer service and an open, accessible government following the mission to provide fiscally sustainable and quality services to enrich the lives of present and future residents, the quality of our environment and neighborhoods, and the vitality of our economy. The Budget and Finance Department manages the daily financial operation of the City, including accounting for and reporting on all financial transactions, debt issuance, purchasing activity, investment management, preparing annual five-year forecasts and the City budget, and monitoring the overall financial status of the City.

The Chief Accountant is part of the Finance Division and performs technical, analytical and administrative functions, along with supervising the management staffs for the accounting, project accounting, accounts payable, and payroll functional areas. This position is responsible for the publication of the Comprehensive Annual Financial Report and Single Audit, grant compliance, completion of the monthly and annual closing of the financial records system, and the maintenance of the City's Financial Information Management system. This position coordinates accounting activities with other departments and the implementation and testing of software with the Information Technology department. The Chief Accountant is responsible accounting processes and internal controls and the completion of Transient Occupancy Tax and Internal audits.

The ideal candidate is an experienced leader with a comprehensive understanding of local government accounting and the impact of GASB statements on local government reporting. The successful candidate is one who demonstrates the City's core values and works to provide opportunity, compassion, responsiveness, and accessibility to the department's employees and internal and external customers. Candidates must have the ability to establish trusting and respectful relationships within and outside the organization and have a record of successfully managing accounting operations and personnel. The ideal candidate is a local government accounting expert with exceptional problem-solving skills and the ability to embrace challenges with enthusiasm, initiative, and creativity.



A successful record of working collaboratively with people inside and outside the organization is essential along with possessing critical thinking and analytical skills. Candidates must communicate effectively with a wide range of individuals and groups and make effective oral presentations.

## OPPORTUNITIES & CHALLENGES

The successful candidate will be working with a staff of seasoned accounting professionals with only one vacancy in the department yet to be filled. As with many cities nationwide, the City of Salem is challenged to meet the changing needs and expectations of the community while keeping its employees safe by having much of the staff working remotely. The accounting staff has successfully met those needs with minimum staffing onsite and much of the staff working from home.

## EDUCATION & EXPERIENCE

A Bachelor's degree in business, accounting, finance, or public administration, or a related field, and eight (8) years of progressively responsible professional managerial experience, including managing multiple divisions or units with subordinate supervisory staff. A Certified Public Accountant (CPA) license or Certified Public Finance Officer (CPFO) credential is required. Five (5) years of professional government experience in accounting preferred.

**COMPENSATION & BENEFITS**

- **\$97,344 - \$130,832 DOQ**
- Health, dental, vision insurance for employee and family available (City currently pays 95% of the fully insured equivalent premium)
- Oregon Public Employees Retirement System (City currently pays the 6% employee contribution)
- Auto Allowance @ \$90 per month
- Vacation, Sick Leave, Paid Holidays, Administrative Leave
- Life Insurance & Long-term Disability

For more information on the City,  
please visit:  
[www.cityofsalem.net](http://www.cityofsalem.net)



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The City of Salem is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 24, 2021** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Salem, OR – Chief Accountant**", and click "**Apply Now**", or click [here](#).



[www.prothman.com](http://www.prothman.com)

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