



OREGON

CHIEF FINANCIAL OFFICER

\$105,268 - \$128,616

Plus Excellent Benefits

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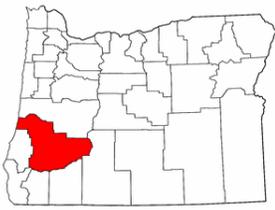
February 28, 2021

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?

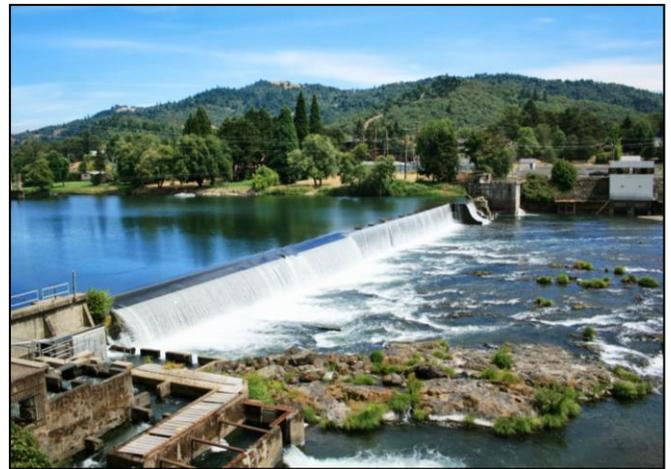


Located in scenic Southwestern Oregon, Douglas County is known for its stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities provided by the County's four distinct seasons. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France, where Fall is pleasant and crisp, Winter is cool without much freezing, and Spring and Summer are vibrant and warm. Douglas County's county seat, Roseburg, is conveniently located on Interstate 5, roughly 67 miles south of Eugene and 96 miles north of Medford. Centrally located to camping, fishing, the high Cascades and Crater Lake, the beautiful Oregon coast, and the world-famous Wildlife Safari, activities in the area range from white water rafting to just plain relaxing. If you are an experienced financial professional looking to work with a team of dedicated staff to provide excellent services, this is the right position for you!

THE COMMUNITY

Douglas County covers 5,134 square miles and is one of two Oregon counties that extend from the Pacific Ocean to the Cascade Mountain Range. Known for its temperate climate, the County is home to over 50 parks ranging from large facilities with overnight camping, to small boat launching access points, and is often referred to as the "banana belt" of Oregon. Outdoor recreational activities are plentiful and include rafting and fishing on the world-famous Umpqua River, hiking on an extensive network of trails, biking next to vineyards, cross country skiing, snowmobiling, and exploring the beaches of the Pacific Ocean. Douglas County's 111,000 residents enjoy a quiet rural lifestyle, while only being a short distance from airports, shopping and cultural activities in Eugene and Portland. Roseburg, the County seat, is the hub of many popular local events including the Douglas County Fair, a community theater, American Legion baseball, a free summer music concert series, and multiple parades. Roseburg is also home to first class medical facilities in Mercy Medical Center and the Roseburg Veterans Administration Health Care System.

The Douglas County economy is driven by the nearly 1.8 million acres of commercial forest lands contained within the County, resulting in approximately 25% of Douglas County's labor force being employed in the forest products industry which includes numerous sawmills and veneer plants, as well as one pulp and one particle board plant, and numerous shingle, shake, pole, and other wood products plants. Agriculture is also an important factor in the economy with field crops, orchards, and livestock included as major products. Top employers in the County include Roseburg Forest Products, Mercy Medical Center, Swanson Group Aviation, Seven Feathers Hotel & Casino, and Umpqua Bank.



THE COUNTY

Douglas County was incorporated in January 1852 and is governed by a three-member Board of County Commissioners serving four-year overlapping terms. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions, and committees, and overseeing the operation of County departments with appointed department heads.

County Departments include: Assessor, Building, Building Facilities, Clerk, District Attorney, 911, Fairgrounds & Speedway, Human Resources, IT, Justice Courts, Juvenile, Management and Finance, Museum, Parks, Planning, Public Works, Salmon Harbor, Sheriff, Surveyor, Treasurer, and Veterans Services. Douglas County employs 525 FTEs and operates on a 2021 adopted budget of \$252,745,988.

THE DEPARTMENT

The major areas of responsibility of the Management and Finance Department are budget, payroll, accounting, purchasing, treasury, and property tax collection. The department operates on a 2021 budget of \$1,635,775 with 19 FTEs, and is responsible for providing accounting services, treasury services and administering the property tax collection system in an accurate and timely manner. The department also produces and publishes the Comprehensive Annual Financial Report (CAFR) and the Annual Budget document, develops, and maintains financial control policies and procedures, and ensures compliance to federal laws and regulations, state regulations and statutes, and County Board orders and resolutions.

THE POSITION

Working under the authority and direction of the Board of County Commissioners, the Chief Financial Officer serves as staff financial advisor to the Board of Commissioners and is accountable for administration of the County fiscal programs and the preparation of the annual financial statement. This position also serves as the budget officer and prepares and maintains county budget. The CFO serves as the department head of the Management and Finance department and develops, implements, and leads County-wide fiscal activities conducted by the department.

Other responsibilities include:

- Assist the Board of Commissioners and department heads in financial planning and control. Provide planning leadership and direction and develop short and long-range plans, goals, and objectives for financial functions. Analyze and recommend improvements to financial services. Interpret and apply Generally Accepted Accounting Principles (GAAP). Remain current on developments in the field.
- Plan and direct the operations of the Management and Finance department to provide effective fiscal programs for Douglas County. Implement, monitor, and maintain financial control of general accounting, procurement, payroll as well as expenditure and revenue controls. Develop and maintain systems and records that provide for proper evaluation, control, and documentation; maintain a backup system to ensure data security. Prepare department budget; monitor expenditures.

- Serve as County Budget Officer. Oversee and lead the development of the annual and supplemental budgets. Direct the presentation of budget recommendations at public meeting and to the County Budget Committee and Board of Commissioners. Coordinate preparation with department heads, budget committee, and the Board.
- Develop, implement, manage, and maintain accurate recording and accounting for the collection and distribution of property taxes. Oversee the maintenance of records for individual taxing districts, the preparation of summaries for the State Department of Revenue and other government agencies.
- Oversee and direct the annual County audit. Authorize and monitor the preparation of materials, reports and supporting documents. As necessary, perform internal audits.
- In conjunction with information services department, develop and coordinate design and implementation of accounting systems. Establish policies, procedures, and performance standards to assure the efficient and effective provision of MIS services to produce information and control of receipts and expenditures.
- Promote department activities and programs with business associations and the public. Respond to and effectively resolve inquiries, complaints or problems affecting the availability or quality of services.
- Participate in regional and state organizations, commissions, and task forces to promote and coordinate intergovernmental programs; represent the County in drafting, introducing, advocating, and testifying on legislation related to financial activities.



IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in accounting, business administration, finance or a related field and six years progressively responsible work experience, which includes three years with a governmental agency and two years supervisory/management experience or any satisfactory equivalent combination of experience and training. At time of appointment, must possess a valid Oregon driver's license. Candidates must be a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO).

Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of theories, principles and practices of modern governmental accounting theory, principles, practices, and fiscal management, including budget preparation, expenditure control, and record keeping.
 - Thorough knowledge of governmental payroll, auditing, budgeting and procurement systems and procedures, and of principles, methods and techniques of effective business administration including personnel and fiscal management in order to develop, implement, and evaluate programs.
 - Thorough knowledge of internal control procedures and management information systems as applied to accounting procedures.
 - Considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
 - Skill in incorporating team participation in decision making; preparation of financial statements and reports; use of computerized financial information and reporting systems.
 - Ability to make decisions independently in accordance with established policies and procedures, establish new policies when applicable, and use initiative and judgment in completing tasks and responsibilities.
- Ability to communicate effectively in both oral and written forms; formulate and implement operational and administrative policies; and plan, develop and evaluate funding requirements.
 - Ability to prepare and justify budget requests and grant proposals, review contracts for compliance with County policy and legal requirements; and perform short and long-range financial planning.
 - Experience analyzing and evaluating operations and developing and implementing corrective action to resolve problems; establish and maintain record keeping systems and reports; conduct research and compile and analyze statistical and financial data; and utilize problem identification and resolution techniques.
 - Ability to supervise and lead support staff; effectively meet and deal with Board of Commissioners, department heads and elected officials, other employees, budget committee, auditors, vendors, and the public.

COMPENSATION & BENEFITS

- **\$105,268 - \$128,616 DOQ**
- Full-family Medical, Dental, and Vision Insurance
- County-paid life, accidental death & disability, and long-term disability coverage
- Oregon State Public Employees Retirement System (PERS)
- Paid vacation, sick leave, and (10) paid holidays
- Voluntary benefits include optional flexible spending accounts, deferred compensation retirement plan, STD and supplemental life coverage

Please visit:
www.co.douglas.or.us

Douglas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 28, 2021** (first review, open until filled). To **apply online**, go to **www.prothman.com** and click on "Open Recruitments" followed by the "Chief Financial Officer – Douglas County, OR" option, and follow the directions provided.



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