

# CITY OF COQUILLE

## JOB DESCRIPTION

**POSITION:** FINANCE/HR DIRECTOR

**RESPONSIBLE TO:** City Manager

**SALARY:** Starting Range \$6,825-\$8,285 Monthly / FULL BENEFITS

Starting salary may be negotiable DOE  
Relocation compensation available

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** City of Coquille  
City Hall  
Coquille, OR

### INTRODUCTION

Performs a variety of complex management and administrative functions. Primary responsibility is the planning, development, management, budget control, and enhancement of city programs/responsibilities in the Finance Department.

Under the general guidance and administrative control of the City Manager, employee is responsible for comprehensive financial services and financial planning for the City including investments, accounting, payroll, revenue forecasts, cost accounting, and internal control. The Finance Department provides central accounting services for all City departments and the City's Urban Renewal Agency. The department is responsible for preparing fiscal reports, annual financial report and financial research as requested by the City Council and City Manager. The Department also acts at the City's HR Department.

The position is located in the Finance Department.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for the fiscal functions of the City including but not limited to, utility billing, accounts payable and receivable, payroll, investments, cost accounting and internal controls.
2. Attends all City Council meetings. Oversees the City Recorder functions of the city including, but not limited to records management, elections, city liens, agenda packets, resolutions, ordinances and minute preparation.
3. Advises the City Manager and the City Council on all matters pertaining to the fiscal functions of the City.
4. Prepares the annual city budget and plans for programs within the department. Reviews and monitors municipal expenditures to ensure established budgetary constraints are maintained.
5. Prepares and disseminates monthly expenditure reports to City Manager and City Department Directors.
6. Responsible for the coordination and management of the year-end financial reports and assists in the completion of the annual financial audit.
7. Perform oversight and management of department personnel in Human Resources activities including payroll, recruitment and termination, employee file management, state and local reporting requirements and other associated tasks as directed including participation in labor negotiations.
8. Exercise the full range of supervisory duties for department staff and activities. Perform overall work planning, establish work schedules and priorities, assign and review work. Personally discuss (with appropriate departmental staff) the progress of work and problem areas as they arise. Recommend employee status and other personnel changes, approve leave, evaluate performance, identify training needed and ensure training opportunities are provided. Resolve complaints or minor grievances, advise employees on matters related to less than adequate performance. Keep employees informed of management and city policies and goals.

9. Plan, develop, implement and monitor the programs within the Finance/Recorder Department. This includes but is not limited to utility billing, payroll preparation, posting of accounts and general ledger work.
10. Develop and maintain records and prepare reports and documents related to departmental programs and activities.
11. Collaborate and coordinate with all staff, various city committees, and other governmental entities in all aspects of the functioning of the department in relation to fiscal reporting, management and HR activities.
12. Manage existing grants and contracts, MOU's, MOAs under departmental supervision or control.
13. Conduct and coordinate research regarding all aspects of the City's financial situation, to be used as input in various plans, implementation strategies and other City plans and documents.
14. Ensure that City funds, fees and accounts are properly secured and managed in accordance with GAAP, City policies and procedures.
15. Responsible for developing, establishing and meeting short- and long-term goals and objectives of the department. Develop and implement work plans and procedures regarding those goals.
16. Implement the appropriate provisions of the City Charter, city ordinances and resolutions as well as State and federal laws.
17. Keep the City Manager informed of Finance Department issues and/or priorities.
18. Ensure the City manager has the information and assistance necessary to assess or respond to the actions or decisions of other public, private, or other special interest groups whose acts may affect the rights, interests, or opportunities of the City.
19. Acts as liaison with other city departments and other public agencies.
20. Implement, supervise, and evaluate special, short-term projects as assigned.
21. Other duties as assigned

## **SUPERVISORY CONTROLS**

The City Manager outlines the overall City and/or program objectives and priorities, time limits and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, compliance with laws, regulations, policies and procedures.

The Finance Director directly supervises the professional and support staff of the Finance Department which is also tasked with performing the City's HR Functions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge and understanding of the City of Coquille's organization, functions, policies, goals, priorities and programs.

Considerable knowledge of theories, practices and principals of generally accepted accounting principles including governmental accounting and auditing standards.

Ability, knowledge and skill to prepare and administer budgets, provide financial guidance and administer contracts in accordance with established policies, rules, and regulations.

Knowledge of public administration principals and procedures.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county and local agencies, elected officials and the general public.

Skill in policy formulation and program development.

Excellent communication skills. Ability to prepare written as well a present oral reports in a clear and concise manner.

Good organizational and planning skills. Ability to meet deadlines and manage budgetary processes within established guidelines.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Ability to achieve programmatic and organizational objectives making sound decisions, exercising judgment based on previous experience, training and instructions.

Experience with Springbrook, Caselle, Tyler or other similar accounting software.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- BA/BS degree in Accounting or Business Administration, with a minimum of five years progressively responsible financial experience in an administrative capacity, preferred.
- An equivalent combination of education and experience which satisfactorily demonstrates the knowledge, skills, and ability to perform the job duties may be considered.
- The preferred candidate will have demonstrated experience and skills in accounting, budgeting and auditing within a public agency environment.
- The preferred candidate will also have at least three years of demonstrated management of HR Activities including personnel assessments, record keeping, personnel management and personnel compliance activities.
- Demonstrated budgeting and supervisory skills.
- Excellent oral and written communication skills.