



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** 2017; Mar 2022

**Position Title:** Finance Director

**Department:** Finance

**Supervisor:** County Administrator

**Class:** Non Union; Salaried Exempt

**Position Summary:** The Finance Director, under the limited supervision of the County Administrator, will exercise a high degree of initiative, independence, professional expertise and supervisory skills in management, administration and supervision of the county's accounting system, budget preparation, property/liability insurance coverage, strategic financial planning, maintaining capital asset records, and grant administration. Responsible for municipal budgeting, accounting and finance and for performing complex and diverse activities involving organizational level initiatives, systems and performance. This position represents financial matters to the public, County Commissioners, County Administrator and other Elected Officials and Department Directors. This position works in conjunction with the Human Resources Director with union bargaining, compensation and internal policies. This position is responsible for keeping accurate financial records, accounts payable, journal vouchers, budgeting, grant reporting, personnel service projections, fixed assets, year-end closing, audit reports and support a variety of other activities. This position is designated as the County Accountant per ORS 210.

**Supervisory Responsibilities:** Two employees; Subject to change

**Annual Operating Budget:** ~ \$68 million

### Qualifications:

- Education: Bachelor of Science degree in Accounting, Finance, or similar field.
- Experience: Three to five years' government accounting experience.
- Prior supervisory and leadership experience or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job duties.
- License: Certified Public Finance Officer or Certified Public Accountant is preferred.

- License: Ability to obtain and maintain a valid Oregon driver's license and an acceptable driving record.
- Must be bondable and successfully pass a criminal history and personal finance/credit check.

#### **Skills/Abilities:**

- Thorough knowledge of Oregon Budget Law, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Generally Accepted Auditing Standards (GAAS), Financial Accounting Standards Board (FASB) and Governmental Accounting, Auditing and Financial Report (GAAFR).
- Advanced knowledge of internal control procedures, management information systems, and computerized financial applications.
- Excellent communication skills, both written and verbal.
- Strong computer software and hardware knowledge.
- This includes monitoring software system OpenGov for errors, working with programmers to resolve problems, and implement procedures to prevent future errors.
- Ability to learn, apply and develop procedures, systems and processes of the Finance Department.
- Ability to organize work in order to meet deadlines.
- Ability to develop leadership skills that foster team cooperation, define team roles and responsibilities, support group problem solving, ensure progress toward goals, and acknowledge team accomplishments.
- Ability to learn the functions of all other County departments; to learn and apply a variety of codes, rules and regulations for required reports to other agencies; to learn and implement County procedures, regulations and requirements with respect to procurement, budget, safety, operation and organization.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.

#### **Job Duties/Responsibilities:**

- Provide excellent customer service to both internal and external customers.
- Leadership skills that develop and retain highly competent public service-oriented staff through selection, training, ongoing professional development, and day-to-day management practices, such as inspire and motivate others to perform well,

effectively influence actions and opinions of others, accept feedback from others, and give appropriate recognition of others.

- Oversight of departmental functions: accounts payable, audit, budget, tax reporting, grant reporting, fixed asset inventory, cost accounting, bank reconciliations, evaluate departmental revenues and expenditures and work with Department Directors to resolve problems, monitor cash levels in individual funds and adjust when needed. Prepares financial statements, writes adjusting journal entries. Assure internal controls are adequate to protect the County's assets.
- Audit Assistance: work with auditors, attorneys and actuarial consultants to facilitate the audit procedure. Ensure audit requirements are met and respond to audit findings and recommendations.
- Grant Reporting: Develop and maintain documentation for Federal and State Grant programs. Work with departments to complete grant reports on an annual, quarterly, or more frequent basis.
- Budget: Responsible for preparing and initiating the annual budget process for the County in conjunction with the County Commission and Administrator. Provides financial forecasting and long-range planning. Prepare the draft budget document for the Budget Committee. Conduct Budget Committee meetings and adjust information as decided by the Committee. Produce monthly revenue and expenditure reports as needed. Prepare budget transfer and supplemental resolutions as needed. Prepare year-end adjustment entries.
- Directs planning, organizing and maintenance of the central accounting system in a manner consistent with established account principles and practices.
- Manages the County's general ledger in compliance with the Oregon Revised Statutes regarding budget law.
- Administers the County's credit card program; keeps a list of employees with credit cards, obtains credit cards for new employees who are authorized to have credit cards, cancels credit cards issued to employees who leave County employment, and resolves disputes regarding employee credit cards.
- Administers various aspects of the County Insurance programs.
- Fiduciary responsibilities of the Morrow County retirement plans.
- Perform County Accountant duties and responsibilities as outlined in ORS 210.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the salary range.
- Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

**Working Environment:** The work environment characteristics described here are representative of those a Director encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

**Physical:**

- Ability to work at a computer screen for long periods of time, ability to sit, stand, read and have moderate, rapid finger, hand and arm movement for extended periods of time.
- The ability to walk on uneven surfaces and/or drive on rough terrain
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 50 pounds occasionally.

**Mental:**

- This position is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under challenging, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.
- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

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Signed and Reviewed

Date