



**OREGON**

## **FINANCE DIRECTOR**

# **\$90,828 - \$127,800**

*Plus Excellent Benefits*

**Including a Potential Hiring Bonus and Relocation Allowance**

*Apply by*

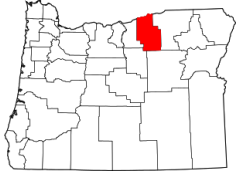
**May 8, 2022**

*(First Review, Open Until Filled)*

***PROTHMAN***



## MORROW COUNTY



Nestled in Northern Oregon along the Columbia River, Morrow County is a collective combination of natural agricultural lands, abundant recreational activities, and vast forest, mountain, and river views. With a total population of roughly 12,000, Morrow County covers 2,049 acres of land which encompasses five incorporated cities, 11 unincorporated communities, and a ghost town.

The largest city in Morrow County is the City of Boardman. With a population of roughly 4,400, Boardman is known for its agriculture, food processing, livestock, and recreation opportunities. Due to its location adjacent to the Columbia River, Boardman residents and visitors enjoy river views with public access to sandy beaches, large grass parks, walking trails, and water activities with boat access through the Boardman Marina. Also located in Boardman is the SAGE (Sustainable Agriculture and Energy) Center; an interactive visitor and museum center which highlights the sustainability of the agriculture and energy industry. The center provides hands on exhibits of technology used by local industries and farmers to demonstrate the process of farm to table.



Also located in Boardman is the Port of Morrow, which serves the community with four industrial parks and is prominently known as a food processing center. The Port of Morrow (Port) is the second largest Port (behind the Port of Portland) and is likely the largest single owner of vacant industrial land within the State of Oregon. The Port contributes to the economic competitiveness of Oregon and the United States by serving as the main point for freight distribution, export, and value-added production of agricultural products (grains, root vegetables, cattle, and milk/dairy products) that are primarily grown in Oregon, Washington, Idaho, Montana, and Wyoming.



Over the past several years, the Port of Morrow succeeded in diversifying the local/regional economy by accommodating state-of-the-art clean energy production facilities as well as high technology data centers. Economic sectors now served by the Port of Morrow include agriculture, food processing, livestock, transportation, warehousing, and freight distribution, information, advanced communications, energy, waste management, and recreation.

To the south of Boardman in the foothills of the Blue Mountains in central Morrow County, the County seat of Heppner offers small town living, affordable housing, a mild climate, and close access to outdoor activities. Locals enjoy recreation all year long, especially during the colder months when cross country skiing, snowshoeing, and snowmobiling are possible. The City's close proximity to the Umatilla National Forest and major Morrow County parks allow for activities to extend year-round to include hiking, golfing, fishing, camping, boating and more.

Just 33 miles south of Hepper is Morrow County's OHV (Off Highway Vehicles) Park, which offers visitors 9,000 acres of recreational wonderland. The Park offers multiple camp site areas, children's playgrounds, vast trails for quads, motorcycles and other off-road vehicles, fishing ponds, hiking trails, a golf area, mud pit, public shower and restroom areas, and on-site park staff. Other major Morrow County parks such as Cutsforth Park and Anson Wright Park also offer an abundance of RV camping locations, trail systems for hiking and off-roading, and many BBQ and picnic areas.

## THE ORGANIZATION

Operating from offices in the city and county seat, Heppner, Morrow County is governed by a three-member Board of Commissioners serving overlapping four-year terms. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. Morrow County employs approximately 125 FTEs and operates on a FY 21-22 budget of approximately \$68 million including a Capital Improvement Project budget with over \$2 million for future buildings that include a new Circuit Court building and a Public Transit facility, and \$18,095 for the Columbia River Heritage Trail: A Community Millennium Trail. County departments include: Assessment & Tax, Clerk/Elections, County Administration, District Attorney, Fair Office, Finance, Human Resources, Justice Court, Juvenile Department, Planning, Public Health, Public Works, Sheriff, Surveyor, The Loop – Public Transit, Treasurer, and Veterans Services.

## THE POSITION

Under the supervision of the County Administrator, the Finance Director supervises two FTEs and is responsible for the 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. This position is responsible for municipal budgeting, accounting and finance and for performing complex and diverse activities involving organizational level initiatives, systems and performance. The Finance Director represents financial matters to the public, County Commissioners, County Administrator and other Elected Officials and Directors, and 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.

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



## OPPORTUNITIES & CHALLENGES

1. This Morrow County's budget has grown from a \$38 million dollar budget in 2016/17 to a \$68 million dollar budget this FY, 2021/22. The County has a variety of revenue streams, such as Property Tax, Strategic Investment Programs, Columbia River Enterprise Zone, State and Federal Grants, Road Fund, CARES and ARPA dollars the past couple year.
2. The County has three county parks; Cutsforth, Anson Wright and the OHV (Off Highway Vehicle) Park. These parks are supported primarily with State Grant funding. The County also has a small airport that is supported by Federal dollars for maintenance and upgrades. The Finance Director will ensure compliance in reporting for the continued funding of these parks and the airport.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

A bachelor's degree in accounting, finance, or similar field is required. Candidates must have three (3) to five (5) years of 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 will be considered.

The ideal candidate will be a Certified Public Finance Officer or Certified Public Accountant. Candidates must have the ability to obtain and maintain a valid Oregon driver's license and an acceptable driving record. Candidates must also be bondable and successfully pass a criminal history and personal finance/credit check.

**Necessary Knowledge, Skills and 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.

**COMPENSATION & BENEFITS**

- **\$90,828 - \$127,800 DOQ**
- Excellent Medical, Vision and Dental Insurance (92.5% Employer Paid)
- Life Insurance (\$12,000 Plan)
- LTD and AD&D
- Potential Hiring Bonus
- Potential Relocation Allowance
- Negotiated Vacation and Sick Leave
- 12 Paid Holidays
- 401(a) Retirement Plan (Employee 6%, County contributes 9%)
- Voluntary Employee Contribution to Deferred Compensation
- Supplemental AFLAC Products
- Air Life Flight Insurance provided by Morrow County
- A County Cell Phone for Business Use

**Please visit:**

**[www.co.morrow.or.us](http://www.co.morrow.or.us)**



Morrow County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 8, 2022** (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 "**Morrow 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.

**PROTHMAN**

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

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