

## Job Description

**FINANCE & ADMINISTRATIVE SERVICES DIRECTOR**

Department: Finance and Administrative Services  
Classification: Management, Exempt  
Reports to: City Administrator  
Work Schedule: Full-time (40+ hours/week), 8:00 a.m. to 5:00 p.m. Monday-Friday, plus evening meetings and occasional weekend events; subject to change at City's discretion

Critical features of this job are described under the headings below. They may be subject to change at any time. Nothing in this job description restricts the appointing authority's right to assign or reassign duties and responsibilities to this job at any time.

**General Statement of Responsibility**

The Finance and Administrative Director is responsible for the City's financial and risk management functions. The Director reports to the City Administrator and supervises two to three department staff who as a team administer the accounting system, payroll, utility billing, and purchasing. The Director has direct responsibility for treasury duties and working with the City's insurance provider on risk mitigation strategies, including OSHA compliance. This position advises City management on budget matters, prepares financial reports and recommendations, and ensures compliance with accounting rules and regulations, including maintaining of fiscal records. Duties are performed on a daily, weekly, monthly, quarterly and annual basis and can be confidential in nature. The Director also provides finance and budget services to the Veneta Urban Renewal Agency (VURA), a separate agency with city councilors serving as the board. Most time will be spent with City tasks, while time spent with the VURA will be limited to project specific matters.

**Essential Responsibilities****Finance (City and Urban Renewal Agency)**

- Supervises a two-person finance team: an AP/Reception/Cashier Specialist and a Utility Billing/IT/Communications Specialist (City Recorder AR/Payroll back-up)
- Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
- Prepares, interprets, and analyzes financial reports and statistical information. Researches difficult accounting and reporting issues. Reviews and corrects financial information.
- Prepares end of the year adjusting entries and schedules for the annual audit; works with auditor in answering questions, providing necessary information and assists with or prepares financial statements and Manager's Discussion and Analysis. Reviews audit results and implements necessary/recommended internal controls and/or other revisions. Ensures compliance with all GASB requirements.
- Performs daily, monthly, quarterly, and annual reconciliations and reporting of financial data, including journal entries and adjustments, general accounting ledgers, payroll reporting, AP/AR/Cash receipting.

- Prepares bi-weekly in-house payroll and all related reports, payments, and functions.
- Oversees duties and operations within the Finance Department, including financial components of Municipal Court.
- Manages and implements fixed assets management and inventory systems.
- Maintains special accounts for payment of bonded indebtedness.
- Maintains subsidiary ledgers on specific City projects for other departments.
- Invests and manages financial assets of the City.
- Oversees all financial aspects of utility billing including the billing process, customer contacts and requests and collections.
- Oversees the Finance and Utility Billing software, including upgrades, repair, and technical assistance.
- Ensures Finance Department compliance with adopted City policies and procedures and implements specific policies and office procedures.
- Attends regularly scheduled City Council meetings, budget meetings, responds to inquiries and questions regarding the City's finances.

#### Budget (City and Urban Renewal Agency)

- Monitors departmental expenditures for the purpose of advising departments of budget status and ensuring conformance with budget provisions and maximum expenditure amounts.
- Analyzes and coordinates financial policies and procedures and expenditures in relation to budget forecasts.
- Oversees City budget preparation and delivery in collaboration with a three-person Budget Team and the City Administrator, including reviewing preliminary department budgets.

#### Administrative Services (City only)

- Oversees AP/Reception/Cashier Specialist's reception and customer service functions.
- Supervises, coordinates, and approves purchasing of office supplies and equipment for City Hall and other departments, as required.
- Performs any other duties as required by the City Administrator.

#### Risk Management (City only)

- Administer the City's risk management program in partnership with the City's insurer to identify and evaluate exposure to loss in all departments.

#### **Auxiliary Expectations**

- Follow all City safety rules and procedures at all times.
- Follow record retention laws for all City records within area of responsibility.
- Maintain proficiency by attending training's and meetings, reading materials, and networking.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.
- Comply with City policies and procedures addressed in Ordinances, Resolutions, Employee Handbook, and other pertinent City documents.
- Focus on the tasks within area of responsibility.
- Don't interfere with others in the performance of their responsibilities.
- Work together to solve problems and tackle projects.
- Strive to do your best and support co-workers as they strive to do the same.
- Focus on the facts when discussing and resolving issues (keep your personal judgements and perceptions to yourself).
- Maintain confidentiality of information accessible and/or used in the performance of duties.

- Practice common courtesy and respect with fellow employees especially related to work schedule, work load, time-off coordination, use of council room, and other shared equipment and areas.
- Maintain work area in a clean and orderly manner.
- Maintain a clean, neat, and paraprofessional appearance and dress in an appropriate manner for the work being performed.
- Perform related duties as assigned.

## **Position Qualifications**

### Minimum

- Possession of or ability to obtain, and maintain an appropriate, valid Oregon driver's license;
- Bachelor's degree from an accredited college or university in Accounting, Business Administration, or a related field;
- Experience and/or education in Government finance;
- Four years of progressive accounting experience;
- Knowledge of principles and practices of GAAP;
- Two years of internal service supervisory experience.
- Experience with Caselle Software or similar municipal/enterprise accounting and data management product.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered.

### **Working Conditions**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, facsimile machine, copier, personal interruptions, and background noises. Occasionally, while performing the duties of this position, the employee is exposed to, outside weather conditions for short periods of time and is required to travel.

### **Supervision Exercised**

Directly supervises 2-3 full and/or part time employees. The supervision responsibilities include assigning and reviewing work and workload and evaluating and discussing job performance. The person in this position does not have authority to hire or fire; however, they can effectively recommend such action. The person in this position also works with volunteers and occasionally provides them with direction and guidance.

### **Supervision Received**

Works under the direction of the City Administrator and is governed by state law and other municipal finance statutory requirements. Also receives direction from the City Council and the Budget Committee. The City Administrator conducts an annual evaluation of the finance director's performance.

### **Physical Demands of Positions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

		.N=None		R=Rare		O=Occasional		F=Frequent		C=Constant			
		N	R	O	F	C			N	R	O	F	C
# of Hours		0	<.5	1-2.5	2.6-5	5.1-8	# of Hours		0	<.5	1-2.5	2.6-5	5.1-8
<b>Working Conditions:</b>						<b>Materials &amp; Equipment Used</b>							
Indoors						Computer							
Outdoors						Mouse/Trackball							
Extended Work Hours						Ten Key/Calculator							
Travel to Multiple worksites						Copier							
Slippery surfaces						Fax Machine							
Low background noise						Email							
Moderate background noise						Telephone							
High background noise						Heavy Equipment							
Fumes/odors						Hand Tools							
Respiratory protection						Power Tools							
Dust						Hydraulic Equipment							
Varied/extreme temperatures						Automobile							
Cramped workspace													
Exposure to hazardous materials						<b>Posture:</b>							
Personal protective equipment required						Sitting							
Glove Use						Standing							
Vibration-whole body						Walking							
Vibration-extremity (arm, leg, hand)						Driving light passenger car/pick up automatic							
<b>LIFT:</b>						<b>BODY ACTIONS:</b>							
1 to 10 lbs.						Bend							
11 to 20 lbs.						Twist							
21 to 50 lbs.						Crouch							
51 to 75 lbs.						Kneel							
76 to 100 lbs.						Crawl							
<b>CARRY:</b>						Climb Stairs							

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# of Hours	N	R	O	F	C	# of Hours	N	R	O	F	C
	0	<.5	1-2.5	2.6-5	5.1-8		0	<.5	1-2.5	2.6-5	5.1-8
1 to 10 lbs.			X			Climb Ladder		X			
11 to 20 lbs.			X			Reach Forward			X		
21 to 50 lbs.	X					Reach Above Shoulder		X			
51 to 75 lbs.	X					Use of Arms					X
76 to 100 lbs.	X					Use of Wrists					X
						Use of Hands					X
<b>PUSH/PULL</b>						Squeezing	X				
1 to 10 lbs.			X			Operate Foot Control	X				
11 to 20 lbs.			X			<b>Understanding &amp; Memory</b>					
21 to 50 lbs.	X					Remember locations & work-like procedures				X	
51 to 75 lbs.	X					Understand & remember short & simple instructions				X	
76 to 100 lbs.	X					Understand & remember detailed instructions or procedures				X	
<b>Sustained Concentration &amp; Persistence</b>						<b>Adaptation</b>					
Maintain attention & concentration for extended periods					X	Adapt to changes in work schedule		X			
Perform activities within a schedule					XX	Adapt to changes in deadlines				X	
Maintain regular attendance					XX	Adapt to changes in work setting		X			
Punctuality				X	X	Goal setting			X		

		N=None    R=Rare    O=Occasional    F=Frequent    C=Constant									
	N	R	O	F	C		N	R	O	F	C
# of Hours	0	<.5	1-2.5	2.6-5	5.1-8	# of Hours	0	<.5	1-2.5	2.6-5	5.1-8
Sustain normal work routine without special supervision				X	X	Work independently				X	
Work in coordination with others				X		Other					
Work in proximity to others					X	Peripheral vision	X				
Make simple work-related					X	Depth perception	X				
Make detailed work-related decisions				X		Hearing warning alarms, bells and whistles		X			
Provide direction, instruction, or respond to questions from coworkers				X		Hear phone ringing and radio pages				X	
Provide direction, instruction, or respond to questions from the public			X			Driving dump truck or truck with trailer	X				
						Operating heavy equipment	X				

**Signatures**

**This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employee agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.**

\_\_\_\_\_  
**Incumbent Name**

\_\_\_\_\_  
**Incumbent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**