

Job Description

FINANCE DIRECTOR

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|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department: | Finance Director |
| Classification: | Management, Exempt |
| Reports to: | City Administrator |
| Supervises: | Administration Supervisor |
| 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 City's right to assign or reassign duties and responsibilities to this job at any time.

General Statement of Responsibility

This senior-level position has primary responsibility for the control and coordination of all financial activities for the City. These responsibilities include planning and leading functional areas of accounting, financial and risk analysis, banking and investment services, budgeting, audit activities, debt management, and procurement. This position is classified as a full-time, Exempt position with supervisory responsibilities.

Essential Responsibilities

- Responsible for all department services and activities including general accounting functions (general ledger, accounts payable, accounts receivable, utility billing, reconciliations), payroll, financial reporting, risk management, banking and investment services, budget preparation, auditing, debt management, and public contracting procurements.
- Approve payments, co-sign checks, and authorize wire transfers.
- Confer and make recommendations on complex financial, accounting, and auditing matters to the City Administrator and City Council.
- Manage the development and implementation of department policies and priorities based on analyzing organizational needs, workload, and staffing levels to provide superior financial processes and customer service.
- Prepare budget and financial forecasts in collaboration with the Budget Team and the City Administrator.
- Plan, coordinate, and manage the preparation and completion of all financial reports, including income statements, balance sheets, city-wide and departmental budget-to-actuals, operational reports, and reports to government regulatory agencies. Prepare and present monthly reports for the City Administrator and quarterly financial reports for the City Council.
- Implement, enhance, and communicate the City's internal controls and develop new, or revise existing, accounting policies as needed. Train employees on internal control process improvements and changes. Ensure compliance with Generally Accepted Accounting Principles.
- Manage the City's investment of funds and recommend sound, prudent investments.
- Administer the City's risk management program in partnership with the City's insurer to identify and mitigate the City's exposure to loss.

- Serve as the City's liaison with auditors for the annual audit.
- Ensure accurate payroll and purchasing processes are followed compliant with state and federal laws.
- Supervise staff, conduct performance planning and evaluations, document personnel action, participate in the interview process, recommend hiring and termination of supervised employees following established policies and procedures, and state and federal law.

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.

Minimum Position Qualifications

- 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 in municipal finance;
- Four years of progressive accounting experience;
- Knowledge of principles and practices of GAAP;
- One year of internal service supervisory experience;
- Experience with Caselle software or similar municipal/enterprise accounting product; and
- 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 one full-time employee. 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 | | 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 | | | | | | | | | | | | | | |
| Working Conditions: | | | | | | Materials & Equipment Used | | | | | | | | | | | | | | | | | | | |
| Indoors | | | | | X | Computer | | | | | | | | | | | | | | | | | X | | |
| Outdoors | | X | | | | Mouse/Trackball | | | | | | | | | | | | | | | | | X | | |
| Extended Work Hours | | | X | | | Ten Key/Calculator | | | | X | | | | | | | | | | | | | | | |
| Travel to Multiple worksites | | X | | | | Copier | | | | X | | | | | | | | | | | | | | | |
| Slippery surfaces | X | | | | | Fax Machine | | | X | | | | | | | | | | | | | | | | |
| Low background noise | | | | | X | Email | | | | | | | | | | | | | | | | | X | | |
| Moderate background noise | | X | | | | Telephone | | | | | X | | | | | | | | | | | | | | |
| High background noise | X | | | | | Heavy Equipment | X | | | | | | | | | | | | | | | | | | |
| Fumes/odors | X | | | | | Hand Tools | X | | | | | | | | | | | | | | | | | | |
| Respiratory protection | X | | | | | Power Tools | X | | | | | | | | | | | | | | | | | | |
| Dust | X | | | | | Hydraulic Equipment | X | | | | | | | | | | | | | | | | | | |
| Varied/extreme temperatures | | X | | | | Automobile | | | | X | | | | | | | | | | | | | | | |
| Cramped workspace | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposure to hazardous materials | X | | | | | Posture: | | | | | | | | | | | | | | | | | | | |
| Personal protective equipment required | X | | | | | Sitting | | | | | | | | | | | | | | | | | 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- | 2.6- 5 | 5.1-8 | # of Hours | 0 | <.5 | 1- | 2.6- 5 | 5.1-8 |
| Working Conditions: | | | | | | Posture | | | | | |
| Glove Use | X | | | | | Standing | | X | | | |
| Vibration-whole body | X | | | | | Walking | | | X | | |
| Vibration-extremity (arm, leg, hand) | X | | | | | Driving light passenger car/pick up automatic | | | X | | |
| LIFT: | | | | | | BODY ACTIONS: | | | | | |
| 1 to 10 lbs. | | | X | | | Bend | | X | | | |
| 11 to 20 lbs. | | | X | | | Twist | | X | | | |
| 21 to 50 lbs. | | X | | | | Crouch | | | | | |
| 51 to 75 lbs. | X | | | | | Kneel | | X | | | |
| 76 to 100 lbs. | X | | | | | Crawl | X | | | | |
| CARRY: | | | | | | Climb Stairs | X | | | | |
| 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 |
| PUSH/PULL | | | | | | Squeezing | X | | | | |
| 1 to 10 lbs. | | | X | | | Operate Foot Control | X | | | | |
| 11 to 20 lbs. | | | X | | | Understanding & Memory | | | | | |
| 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 | |

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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 |
| Sustained Concentration & Persistence | | | | | | Adaptation | | | | | |
| 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 | | |
| 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 | | | | |

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.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date