



**Date Updated:** July 19, 2022  
**Position Title:** Chief Financial Officer  
**Supervisor:** Executive Director  
**Supervision Exercised:** Office Support Specialist

**Position Overview:** Under the supervision of the Executive Director, the Chief Financial Officer oversees the general business administration of the District; effectively manages the efficient business, financial, human resource and administrative activities of the District including financial reporting, accounting, budgeting, payroll, accounts payable and receivable; acts as the District Budget Officer. Must be able to maintain confidentiality; current vehicle insurance and comply with all laws governing motor vehicle use in Oregon. Position is in the public sector and exempt.

**Working Environment:** Work is performed principally at the Columbia 9-1-1 Communication District offices, and includes travel as necessary for meetings, trainings and other responsibilities.

### Qualifications:

1. No Disqualifying Criminal History
2. Education – Associate Degree in Accounting or Bachelor in Business with Accounting emphasis or equivalent experience
3. Experience – Three (3) years' experience with similar responsibilities and training that would likely provide required knowledge, skills, and abilities
4. Equipment used – Various computer programs, accounting programs and a variety of other office equipment
5. Ability to learn and implement the policies, practices and procedures of the District and make independent decisions and solve problems pertaining to areas of responsibility
6. Ability to effectively use oral and written English communication in the performance of duties and responsibilities
7. Knowledge of general office procedures and office software programs, including current business computer systems, software, accounting programs, 10-key and other normal office equipment
8. Demonstrated experience in a "full charge" governmental fund accounting position and general office routines
9. Knowledge of Oregon Municipal Budget laws and procedures with experience in preparing and administering an annual budget
10. Experience and/or training in payroll procedures and preparing and filing related state and federal quarterly and annual payroll reports
11. Have or ability to obtain a Oregon Notary Public license



### Essential Job Functions:

#### Physical:

- Must be able to operate necessary equipment
- Visual and hearing acuity required
- Be able to lift 25lbs

#### Mental:

- Must possess ability to remain calm in stressful environment of crisis & emergency events
- Requires the ability to make prompt, accurate and appropriate decisions; recognize and resolve or reduce conflict; provide clear explanations to staff and agency representatives and communicate staff and agency requirements and ideas to decision makers
- Requires the knowledge and understanding of and the ability to function within organizational structure, communications chain of command and management philosophies and practices
- Seeks and participates in professional development opportunities above and beyond training required

### Job Duty Outline:

- Performs all accounting duties. Ensures that an adequate accounting system with adequate financial controls is maintained. Prepares month end financial statements and budget reports
- Compute and issue payroll. Responsible for monthly, quarterly and year end payroll filings
- Administers employee insurance benefits, deferred compensation plans and the District's flexible spending plan and HRA/VEBA. Responsible for filing on the job injury claims in a timely manner. Monitors business insurance for adequacy and makes recommendations for coverage
- Maintains assets inventory list
- Responsible for preparing and participating in required financial and other District audits
- Supervises the Office Support Specialist in activities and functions of the District business office including meeting with and dealing effectively with District personnel and the general public in person, via internet or written correspondence or by telephone
- Responsible for maintaining records as the District's public records custodian in accordance with law and Oregon administrative rules, and administers public records requests in accordance with law
- Ensures administration is in compliance with requirement of the Oregon Public Meetings Law, Oregon Budget Law, and Oregon Public Contracting laws and requirements
- Serves as the District's primary liaison to SDAO and/or CIS for matters of insurance, benefits, claims and risk management administration



## Chief Financial Officer

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- Manage the ordering of office supplies and needs. Monitors purchases and expenditures for compliance with budget. Invoices all fees and other revenue items within reasonable time limits
- Monitors competitive bidding and quoting processes for compliance with District public contracting rules and purchasing policies. Monitors contract compliance and prepares reports on capital projects. Monitors compliance with grant funding requirements and may be assigned to prepare periodic reports to granting entity
- Typically designated as the District's Budget Officer, and performs all duties associated with this designation