



Finance Director

DEPARTMENT: Administration
CLASSIFICATION: Exempt

DATE: May 2016
PAYROLL: Grade FID

POSITION SUMMARY

Plan, direct, and oversee the operations of the Finance Department, including financial reporting, billing systems, budget development, and investments, with accountability for results in terms of costs, personnel, and financial best practices. Supervise department personnel in the performance of their duties. Communicate with public on financial matters and concerns. Serve as a member of the City's management team.

ESSENTIAL JOB FUNCTIONS

(Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.)

- Establish departmental goals and objectives. Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative, and judicial influences to provide appropriate and effective financial services for the City.
- Serve as City Treasurer. Develop budgeting, accounting, and reporting systems in compliance with professional standards.
- Work closely with the City Administrator and City Department Heads to craft and develop an initial department budget. Oversee and manage the consolidation of departmental budgets into a comprehensive budget for the City. Develop and maintain long-term forecasting of revenues and expenditures of at least five years. Manage and monitor approved department budget. Review and approve expenditures. Review progress and make necessary modifications. Provide regular detailed updates and advise to the City Administrator on the budget. Update the City Council as necessary on the City's budget.
- Prepare and review all necessary reconciliations and financial reports to support the annual external municipal audit. Work with outside auditing firm to issue the annual financial statement. Maintain MSRB annual reporting to support Bond Compliance.
- Assures protection of assets by developing and directing administration of internal accounting policies, controls, and procedures for accounting operations that include but are not limited to, revenues and reimbursements, expense, accounts receivable, contracts and accounts payable, payroll, investments, and special funds.
- Researches, develops, recommends, and implements City-wide policies, language, provisions, and procedural controls governing financial transactions and services. Develops internal procedures for monitoring contractual and financial performance.

- Assign, supervise, and evaluate work of the employees designated under the Finance Director which may include, but not be limited to, Associate Accountant, Cashier/Receptionist, Utility Billing Clerk, and Municipal Court Clerk. Resolve employee complaints and when necessary administer appropriate disciplinary action. Interview and make hiring recommendations of qualified employees. Ensure adequate training for employees in the Finance Department.
- Provide general assistance on a City-wide basis related to budgeting, financial reporting, financing options, and general accounting. Ensure compliance with federal, state and local laws and regulations. Ensure compliance with formal finance policies, procedures, and accepted best practices. Research, analyze, and assemble information, and make recommendations for grants, loans, rate studies, and other matters related to the finance area.
- Consult with various financial institutions and advisors, and bond counsel to arrange for financing for construction projects. Provide financial information and analyses used to prepare bond prospectuses for debt financing.
- Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Develop, monitor and maintain long-term investment policies, procedures, and practices.
- Serve as systems administrator for City's financial and utility billing software.
- Attend City Council meetings and various other meetings at the direction of the City Administrator, providing input and receiving direction or other information.
- Serve as Purchasing Agent for the City and ensure compliance with federal, state, or local rules, and regulations.
- Maintain cooperative relationships with City personnel, elected officials, and other agencies.
- Exhibit leadership to fellow employees and foster a positive environment in which employees are focused on producing quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules and procedures for work areas.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS:

- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

- Provide assistance or back-up as needed to front office reception.

QUALIFICATIONS

EDUCATION / EXPERIENCE

- Completion of a four year degree in accounting, finance, economics, business, or related field, and over four years of experience which includes supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Broad knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, investments, and various laws affecting public accounting and budgeting.
- Knowledge of the principles of supervision and personnel practices.
- Knowledge of Microsoft Office Suite.
- Completion of Master's degree program in, finance, accounting, economics, business, public administration, management, or related field is desirable.
- Certified Public Accountant (CPA) certification desirable.

SPECIAL REQUIREMENTS / LICENSES:

- Must successfully pass a criminal history and personal finance / credit check.

WORK ENVIRONMENT

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Attendance at various meetings may require working after normal business hours.

PHYSICAL ABILITIES

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

SUPERVISION


- Works under the general direction of the City Administrator.
- Responsible for no more than 4 FTE. Position serves as a staff advisor to other departments on financial / budget matters.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.



City Administrator

5/6/2016

Date



Deputy City Recorder

5/20/2016

Date