City of North Bend, Oregon

JOB DESCRIPTION: Finance Director

<table>
<thead>
<tr>
<th>Department: Finance</th>
<th>FLSA: Exempt</th>
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<td>Reports to: City Administrator</td>
<td>Representation: N/A</td>
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<td>Pay Grade: 18</td>
<td>Date Revised: 1/11/18</td>
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Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

Manages and directs the operation and the resources of the Finance Department. Plans, organizes and implements the financial programs, services and operations of the city for the municipal departments of the City of North Bend.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a “Non-Essential Job Function”, the information included in this Finance Director description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

TASKS, TOOLS & TECHNOLOGY:

Tasks

- Directs the planning, organizing, work and maintenance of the computerized accounting systems in a manner consistent with established accounting principles and practices.
- Supervises finance staff including assigning and reviewing work, evaluating performance, handling employee grievances or complaints; taking necessary disciplinary action and make hiring and termination recommendations to the city administrator.
- Reviews and recommends insurance programs for worker’s compensation and employee benefits.
- Reviews, recommends, implements and carries out analysis of third party retirement plans offered to employees.
• Prepares/reviews statements and reports on City financial affairs in such areas as revenue expenditures, assets, and liabilities and provides these reports to City Administrator as requested.
• Manages City’s cash flow to meet operational and debt service requirements; directs the investment of City funds in accordance with City policies and state statutes.
• Oversees details of City-wide budget preparation, including issuing budget forms, time lines and budget calendar for budget meetings; develops financial projections and costs to be used in budgeting process; attends budget committee meetings to answer questions and/or present budgets.
• Establishes the fiscal procedures and an internal control system for handling of revenues and expenditures, safeguarding city assets.
• In the absence of the City Recorder, serves as the Deputy Recorder for such matters.
• Responsible for training and retention of Finance staff including staff development and annual performance evaluations.
• Attend professional meetings for professional development and represent the City.
• Attends city council meetings, work sessions, and department head meetings.

TECHNOLOGY
• Personal computer, word processing and/or spreadsheet software, calculator, copy and fax machines, phone, mobile or portable radio if necessary, automobile.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge
• General laws and administrative policies governing municipal financial practices and procedures
• Generally accepted accounting procedures and their application in a governmental accounting setting
• Budgeting practices and procedures and Oregon Budget Law
• Modern office practices
• Contract administration and related areas
• Insurance programs, including risk management
• Formulate and install standard accounting methods, procedures, forms and records
• Evaluate work performed by subordinates
• Prepare informative financial reports
• Plan, organize and direct the work of subordinate employees in their specific areas of accounting
• Perform fiscal planning and consult with the City Administrator on the formulation of fiscal policy
• Communicate and work effectively with other employees, officials, committees, and the public
• Comprehend and interpret laws and regulations
• Principles and practices of administration, supervision, training, and performance evaluations.
• Online services and sources

Skills & Abilities

• Ability to perform detailed and intricate accounting work.
• Active Listening — giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate.
• Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
• Organizational skill for administrative tasks and the provision of public services
• Assist citizens in response to questions related to the finance department
• Communicate clearly and concisely, both orally and in writing
• Establish and maintain cooperative work relationships with those contacted in course of work.
• Resolve difficult interpersonal situations tactfully.
• Oral Comprehension — the ability to listen to and understand information and ideas presented through spoken words and sentences.

Work Standards:

• Regular attendance and punctuality.
• Speak and act truthfully.
• Conduct oneself with integrity, morality, character, and trustworthiness.
• Exhibit self-control.
• Detail-oriented.
• Thorough when completing work tasks.
• Accept constructive criticism.
• Calmly and effectively process high stress situations.
• Reliable, responsible, and dependable.
• Willingness to take on responsibilities and challenges

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: A Bachelor's degree in accounting, finance or a closely-related field is preferred with a Master's degree desired. A Certified Public Accountant (CPA) or Certified Management Accountant (CMA) certificate is a plus. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities or an equivalent combination of training and experience Bachelor's Degree in accounting, finance or closely related field preferred
Experience: Five years of increasingly responsible experience in accounting and finance administration, and five years of broad and extensive work experience in a management or administrative position in a private or public agency. Oregon Driver’s License or ability to obtain one.

WORKING CONDITIONS

The City of North Bend is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon’s Disability Accommodation and Discrimination laws. We are also committed to ensuring equally opportunity in employment for qualified persons with disabilities. The City of North Bend will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on City of North Bend operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact the City Recorder.

While performing the duties of this job, the employee work conditions included; central air conditioning, frequent interruptions, sharing workspaces with other staff and volunteers. Contact with citizens from all walks of life.

The factors described herein, are representative of, but not all-inclusive of those that must be met by an individual to successfully perform as a finance director.

WORK SCHEDULE:

Typical work hours are 40 hours per week depending upon workflow requirements. There will be times additional hours beyond the typical 40 will be required to accomplish tasks to meet deadlines and directives in a timely manner.

NON-ESSENTIAL JOB FUNCTIONS

• Other duties as assigned.