Finance Director

Grade 18 ($73,513 - $93,732)  
Plus Excellent Benefits

Apply by

February 8, 2019
The City

The City of North Bend, Oregon is located on the beautiful southern Oregon coast and has a year-round population of 9,710 residents. The city has a substantial residential area, a revitalized historic downtown district and an active working waterfront.

The City of North Bend is surrounded on three sides by Coos Bay, an S-shaped water inlet and estuary where the Coos Bay enters the Pacific Ocean, and shares a common border with the city of Coos Bay, Oregon to the south. North Bend became an incorporated city in 1903.

The City of North Bend is looking for a forward thinking, articulate, energetic, can do individual to make a difference in the city organization and our community to be our next Finance Director.

The Community

Situated along the spectacular southern Oregon coastline, the City of North Bend has a population of 9,710 and is located in Coos County.

Fun and fitness are valued in North Bend, but activities aren’t limited to golf, tennis, dancing, swimming, bicycling, organized sports, or classes. The city’s proximity to rivers and wilderness areas provide terrific hiking, hunting, fishing, sailing, rafting and camping.

North Bend’s visitors enjoy friendly and unpretentious attitudes among the people they meet. People are generous here and many examples of this generosity and commitment to community exist in North Bend,
where people live and work together to build community assets. Residents acknowledge that the whole is greater than the sum of the parts because North Bend is a place where voices are heard and viewpoints are shared.

North Bend is near ocean beaches, including the Oregon Dunes National Recreation Area, which has camping sites, and outdoor recreation opportunities such as all-terrain vehicle driving on the dunes. The Oregon Dunes Recreation Area begins just north of North Bend and attracts approximately 1.5 million visitors each year.

North Bend has a public recreational boat ramp that accesses Coos Bay, along with a new concrete pier/boardwalk area that was completed in 2010. The downtown areas of North Bend were enhanced in 2012 with new sidewalks, decorative street lights, hanging flower baskets, banners, street trees, and benches. In addition to the shops and restaurants downtown, other amenities North Bend offers include; a public Olympic-sized indoor pool; for the shoppers, the Pony Village Mall in North Bend is the largest mall on the Oregon coast; The Mill Casino an Indian gaming, entertainment, hotel center located in North Bend. A short half hour drive to the south is the world renowned Bandon Dunes Golf Resort.

Southwest Oregon Regional Airport is a public airport located in North Bend and the only commercial airport on the Oregon Coast.

The City of North Bend has a total area of 5.09 square miles, of which, 3.92 square miles is land and 1.17 square miles is water.

The climate and temperatures in the area are moderate throughout the year.

The North Bend School District provides K-12 public education for residents of the area and in addition to fielding perennially competitive sports programs, NBSD also consistently provides students with an education which allows for successful student transition into either a university or work setting. Southwestern Oregon Community College in nearby Coos Bay offers two-year Associate's degrees and other academic programs.

The Organization

North Bend’s Mayor, City Council, City Administrator and Management Team are dedicated to making North Bend the best it can be. Several of them are natives to this beautiful City, and all of them have the common goal of seeing the City thrive. The City operates under the Council/Administrator form of government, with the City Administrator appointed by the council. The Finance Director reports directly to the City Administrator.
North Bend’s 2018-2019 budget is $29.3 million and supports a full-service city including Police, Fire, Public Works, Pool, Visitors Information Center, and Library. The City employs 65 full-time employees, 24 part-time, 17 temporary employees, and many volunteers.

The North Bend Finance Department serves the community and organization with 3 full time staff and 1 part-time helper. With a 2018-2019 division budget of $181,000 and overall administration of $19.4 million of Governmental Funds, and $9.9 million of Proprietary Funds.

The Finance Department is responsible for a wide variety of financial and budgetary activity of the City including accounting (payroll, accounts payable, accounts receivable), budgeting, auditing, internal controls grant administration, and customer service counter. The department prepares the annual budget, the annual financial statement and, oversees all insurance and risk management functions.

The Position

This opportunity is due to the upcoming retirement of Finance Director Laurie Brookes, who has served with the City of North Bend for over 6 years.

The new Finance Director will be a highly qualified, motivated, leader with unquestionable ethics and integrity as well as solid management, organizational, personnel and financial skills. It is also necessary that the new Finance Director be technologically savvy and capable of providing well thought out and sound recommendations to the City Administrator, City Council and the city’s management team.

Under general supervision of the City Administrator, the Finance Director directly supervises a staff of 4 personnel, and participates as a multi-functional role in an organization that thrives on collaboration, vigor and every-changing challenges. The Finance Director organizes and directs the operation of the Finance Department, coordinating activities essential for the efficient, safe and continuous of the City. The Finance Director is also responsible for working in collaboration to efficiently-manage current and future capital improvement projects as well as plan, and maintain the ability to achieve short, medium and long-term goals of the organization.

The Opportunities & Challenges

- Charting a course for ongoing municipal finances in challenging times.
- Continue improvements to process and operations of the department to become ever more efficient.
- Cross train and ensure continuing employee education and development.
- Continue the ongoing process to ensure continued CAFR and GFOA Annual Budget Awards.

The Ideal Candidate Profile

The ideal candidate will be a well-rounded public finance professional with superb technical skills, who ideally possess a working knowledge of municipal budgeting and public accounting. Candidates who have a history of supervising the work of multiple employees while successfully managing multiple functions and priorities will be favorably considered.
The qualified candidate will be comfortable working in a “hands-on” environment and have experience in the formulation and implementation of departmental strategic plans, goals, and objectives to ensure achievement of financial management elements of the City’s strategic plan. The successful candidate will bring a strong customer service ethic with the ability to establish and maintain positive and cooperative working relationships across all levels of the organization and will have experience leading and directing staff in the development and application of new methods and processes to achieve higher efficiency, productivity, and customer service in department work processes.

The candidate should have a positive, collaborative leadership approach to problem solving, and have a vision for the development and implementation of strategies that will continue to improve the effectiveness and efficiencies of the Finance Department.

The individual for the position should have unquestionable personal integrity in his or her commitment to manage a governmental organization. The top candidate will be a self-assured individual with the ability to exercise a high degree of common sense and sound judgment.

The successful candidate will be expected to support an organizational culture and work ethic that promotes adherence to best practices in public finance.

Candidates under consideration for this position will possess strong communication skills and have the ability to make effective presentations that provide non-finance audiences the ability to understand public finance issues. The successful candidate will also need to be seen as open, honest, and direct, with a respect for dealing with confidential and sensitive matters.

**Necessary Knowledge, Skills and Abilities**

- Ability to maintain calm under pressure.

- Oversee all activities related to the City’s general accounting function, including the maintenance of the accounting system, general ledgers, cash receipts function, general and special project budgeting, fixed assets, payroll, account analysis, and preparing various ad hoc reports.

- Plan, organize, coordinate, and oversee comprehensive Agency-wide administrative support activities including accounting, budget, long-term financing, investments, budget projections, internal/external audits, cash management, customer service programs, and purchasing.

- Perform the most difficult analytical work including strategic planning, projection of City needs and resolving related problems; facilitates implementation of recommendations.

- Ensure that all financial records are properly accounted for and in compliance with GAAP, GASB, and other legal requirements.

- Serve as a principal member of the City’s budget development team; oversee and responsible for the development and administration of the City’s budget; assist with budget forecasting; review and control programs and projects to ensure cost effectiveness; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary. Monitor budget variances and work with other management staff to establish and maintain internal controls.
• Considerable knowledge in the practices and processes involved in municipal finance.

• Skill in performing mathematical calculations; understanding and following city budgeting procedures and protocols;

• Ability to quickly and soundly analyze problems and identify solutions;

• Demonstrated ability to think creatively towards solving organizational challenges

• Strong ability in setting priorities for competing projects.

• Considerable knowledge of applicable Federal, State, and local laws, codes, and regulations, as they relate to municipal finance operations, investments and operations.

• Knowledge of project management principles, recording keeping principles, and budgeting principles and practices.

• Demonstrated skill in managing, monitoring and evaluating staff, prioritizing and assigning work, and using computer and related software applications.

• Skill and the ability to forecast future operational and/or financial needs of the city.

• Ability to interpret and apply policies, procedures, codes, laws, and regulations.

• Demonstrated skill in troubleshooting and resolving complex financial issues, including preparing and maintaining a variety of reports and records.

• Proven communication, listening and interpersonal skills, as applied to interacting with coworkers, supervisor, city council and the general public.

• Ability to analyze situations, identify alternative solutions, projecting consequences of actions, and implementing recommendations.

• Prior experience with developing and monitoring municipal budgets.

• Ability to tolerate others’ points of view, solicit input from others, resolve conflict at the lowest level possible, and respond effectively to crisis situations and be committed to excellent customer service.

• Ability to provide open and responsive customer-oriented service.

• Ability to maintain and enhance cooperative working relationships between the Finance Department and other city departments along with the local jurisdictions as well as state and federal agencies;

• Ability to provide a can do perspective with proven results in creating opportunities to enhance services in the department and the community.
Experience & Education

The ideal candidate will possess no less than 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.

A Bachelor’s degree in accounting, finance or a closely-related field is preferred. 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.

The successful candidate will be required to submit to a thorough background investigation.

Compensation & Benefits

The Finance Director salary is Grade 18 ($73,513 - $93,732). Placement on the salary scale will be commensurate with experience and qualifications. In addition, the City offers an excellent benefit package that includes health, dental, and vision insurance; paid vacation and sick time; paid holidays and a generous retirement package.

Application Details

The City of North Bend is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by February 8, 2019 (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.cityofnorthbend.us and click on "Job Openings" and follow the directions provided. If you are a veteran please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.