

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: FINANCE DIRECTOR

Department: Finance	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 9
FTE Status: Full Time	Date: January 2019

General Functions:

Performs a variety of professional, administrative and analytical tasks in support of the financial operations of the municipal organization. Reports directly to the City Manager. Responsibilities include planning, organizing, and directing the financial operations of the City. Prepares, publicizes and files the City's annual budget and comprehensive annual financial report. Performs related work as required.

Manages and oversees the day-to-day financial activities of the City, including the maintenance of the computerized financial, accounting, budgetary and reporting system; general ledger operation; debt and treasury management; purchasing; business license; franchise administration; payroll; accounts payable; utility billing and collection; and receipts and cashiering functions.. Manages and oversees the day-to-day operations of the Municipal Court staff.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Serves as a model for accomplishing the City's goals and policies. Models and promotes an environment that supports the highest quality results. Provides excellence in internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution.

4. Manages, directs and supervises the Finance Department operations including the direct supervision of para-professional, clerical and technical staff of the department.
5. Plans, organizes and directs the preparation of the City's annual budget and supplemental budget requirements and issuance of the City's comprehensive annual financial report. Oversees the scheduling of all Budget Committee meetings and public hearings and the submission of all required forms and documents to the county assessor's office and the Oregon Department of Revenue within the deadline established by these agencies.
6. Manages and directs the City's receipt and disbursement activities, revenue collection, investment functions, and debt management.
7. Develops, formulates and implements financial and budgetary policies.
8. Ensures that the City's financial, budgetary and debt management operations comply with all requirements of the Oregon Revised Statutes, the City Charter, City codes and policies, governmental accounting standards, and other regulatory requirements.
9. Manages and maintains the City's computerized financial, accounting, budgeting and reporting system.
10. Manages, directs and supervises the Municipal Court operations including the direction of court administrative staff and the collection of court fines and fees.
11. Performs complex analysis of data including communicating and/or presenting reports to the City Council, Budget Committee and department directors.
12. This position requires attendance at various evening meetings.

Specifications:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

- i) Requires a Bachelor's Degree in accounting, public finance or business management from an accredited four (4) year college or university and a minimum of six (6) years progressively responsible experience in a municipal setting, including a minimum of four (4) years supervisory and managerial experience. CPA or equivalent professional qualification, preferred. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may be substituted for the above.

b) Training:

- i) Proficient knowledge of general laws governing municipal and non-profit operations in the State of Oregon. Professional knowledge and experience in the application of governmental accounting principles and practice, including experience in the preparation of a comprehensive annual financial report for a government agency.
- ii) Proficient knowledge in the use and application of desktop programs including MS Excel, MS Word, in a Windows environment. Working knowledge of Incode financial software products and modules is preferable.

2) Supervision:

Received: Works under the general direction from the City Manager who establishes broad policies and assigns specific tasks. Independence of method and process is stressed with accountability for results.

Exercised: Oversees the supervision of para-professional, technical and clerical staff in the Finance Department and Municipal Court.

3) Communication:

This position requires frequent communication with City department directors, staff, the office of the City Attorney, City Council, citizen boards and commissions, other financial professionals, and the general public.

Examples of relationships maintained outside the City include: direct communications with the State of Oregon Local Government Investment Pool staff; Oregon Department of Revenue; County Assessor; software providers; bank officers; auditors; and other state and local agencies.

Communication is frequently complex and regularly involves confidential or sensitive information. Must be able to make complex financial information easily understood to a variety of audiences.

Will be an instrumental part of the City's leadership team, actively participating in addressing a variety of issues with an emphasis on excellent customer service and communication.

Is entrusted with confidential and sensitive financial, personnel, and payroll information.

4) Cognitive Functions:

Work is governed by written City and departmental policies, procedures, ordinances and accounting principles and federal, state and county laws.

Has responsibility to develop and coordinate implementation of a variety of policies, procedures, systems, and methodologies. Errors could result in a lawsuit and loss of public trust and credibility.

When implementing accounting principles, ordinances, statutes or new policies and procedures, an employee in this position needs to recognize and resolve problems.

Decisions most often made in the course of duty involve staff development and training; evaluation and discipline; determining effective work methods and procedures; and internal control compliance.

5) Working Conditions:

Work is performed in a standard office environment.

Work schedule is usually normal business hours. Additional evening and weekend work hours for the purpose of attending meetings are required.

6) Resource Accountability:

Must safeguard and maintain financial records of all city assets.

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Maintains all accounting records, including: general ledger; budget; subsidiary ledgers; financial statements and audit papers.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date