



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Administration	DATE: March 2022
JOB TITLE: Finance Director	JOB STATUS: Exempt
SALARY GRADE: NU-022	FLSA Exempt: Yes

PURPOSE OF POSITION: Using a customer-centric service and support driven focus, direct the operations of the Finance Department including financial reporting, budget development and investments, with accountability for results in terms of costs, personnel and methods. Communicate positively and effectively with the public on financial matters and concerns. The Finance Director holds a critical role, ensuring operational excellence and that all aspects of the department run effectively and cohesively. Serves as a member of the City's management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Lead, plan, and assign work tasks; review and evaluate work assignments and performance for all Finance Department divisions; maintenance of accurate and complete records of department activities.
2. Responsible for managing and fostering a team-oriented approach to customer service and instill an effective customer-centric culture within the department, demonstrating the Finance Department is here collectively to help internal and external customers address their needs.
3. Accountable for the resolution of customer complaints and issues in positive and service-oriented manner. Promote the Finance Department to the community and within the City as a department of excellence with high standards.
4. Responsible for the preparation and review of end-of-year adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information, and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls and/or other revisions.
5. Responsible for ensuring the City budget is developed and adopted in accordance with Oregon municipal finance law. Develop budgeting, accounting, and reporting systems in compliance with professional standards.

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6. Responsible for coordinating Municipal Court operations and Court Clerks in conjunction with the Council appointed judge. Ensure Municipal Court records systems meet State and Local standards.
7. Work with Budget Committee in conducting budget hearings and prepare final budget allocation. Oversee and ensure Budget Committee membership positions are filled in a timely manner.
8. Responsible for managing and monitoring approved City budget. Review and approve expenditures. Review progress and make necessary modifications to City budget.
9. Ensure City's cash flow to meet operational needs and maximize interest revenues, including activities such as bond sales, debt financing, etc.; develop/maintain long-term investment strategy for funds.
10. May perform routine accounting tasks as workload or staffing levels dictate.
11. Demonstrate leadership, support, and guidance for departmental staff.
12. Responsible for developing short and long-range departmental goals. Gather, interpret, and prepare data for studies, reports, and recommendations. Work with City Manager and Finance Department staff to advance projects, goal, and opportunities.
13. Responsible for preparation and administration of the departmental budget; maintain and monitor appropriate budgeting and expenditure controls; oversee the consolidation of departmental budgets into a comprehensive budget for the City.
14. Responsible for providing professional guidance to members of City departments, City Council, City Manager, and others on matter related to the functions of the Finance Department as appropriate. Attend applicable City meetings as required.
15. Operate a motor vehicle safely and legally.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. A bachelor's degree from an accredited university in Accounting, Finance, or related field.
2. Experience in reporting requirements for GASB and ACFR.
3. Successful fiscal operations including but not limited to: accounting, reporting, investment management, capital asset management, debt management, budgeting, purchasing, auditing procedures, and personnel supervision.
4. Demonstrated customer service and staff support experience.

Licenses & Certificates:

1. Ability to receive security clearance from the Criminal Justice Information Services (CJIS) within the first 45 days of employment
2. Possess and maintain a valid Oregon Driver License with an acceptable driving record.
3. Possess or obtain a First Aid/CPR certification within the first six months of employment.

DESIRABLE QUALIFICATIONS:

1. Possession of Certified Public Accountant license is desirable.
2. Experience managing a Public Utilities billing operation is desirable.

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3. Prior experience in Municipal Finance Management/Finance Operations is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques of finance, GAAP, City government, City policies and procedures.
2. Common personnel policies.
3. Government budget policies and procedures.
4. Principles and practices of management and supervision.
5. Principles of budget preparation and fiscal accounting.
6. Reporting and disclosure requirements of government entities.

Skill in:

1. Personnel supervision
2. Planning, coordinating, and managing the operations of the Finance Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensure proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
7. Providing outstanding customer satisfaction (internally and externally).
8. Attention to detail
9. Use of Microsoft Office software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective, and efficient manner.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility.

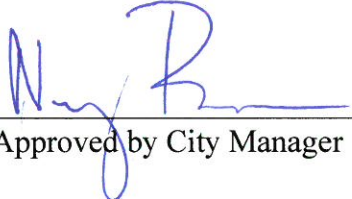
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2. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 20 pounds.
3. Character and flow of work involve normal mental and visual attention.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: Responsible for 4 to 5 FTE

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.


Approved by City Manager

3/17/2022
March 2022