

# **FINANCE DIRECTOR/ACCOUNTANT JOB DESCRIPTION**

## **General Purpose**

The Finance Director is the department head of the Finance Department and, as such, performs and/or supervises complex professional, supervisorial, administrative, and technical accounting and finance functions necessary to maintain the accounting and financial records and systems of the City. Organizationally, the Finance Director is staff to the City Administrator; however, concerning accounting and necessarily related matters, the Finance Director functions independently similar to the City Attorney in the sense that both must act within the ethical and professional rules of their professions and may not be directed to act contrary to those rules.

## **Supervision Exercised**

Supervision is a responsibility of this position. Under the direction of the City Administrator, the Finance Director will help establish selection criteria, interview, select candidates, train, and supervise City accounting staff.

## **Essential Duties and Responsibilities**

The Finance Director is responsible for the preparation and administration of the annual budget and, under general policy direction, plans, supervises, and coordinates the City's fiscal and accounting activities including: financial accounting and reporting; internal controls; internal auditing; financial and accounting data processing; payroll processing; billing and collection of locally-administered taxes and fees.

Conduct, direct and/or oversee all investigative and corrective accounting projects.

Prepare or supervise preparation of the City's annual financial report(s); oversee annual independent audit; and interface with independent auditor(s).

Develop or assist in the development of financial studies, plans, forecasts, estimates, and finance-related ordinances and resolutions. Gather, interpret, and prepare data for studies, reports and recommendations.

Serve as financial advisor to the City Council, the City Administrator and other City staff. As requested, make related presentations to City Council, committees and commissions and represent the City at finance-related events.

“Finance” and “financial” primarily refer to accounting, reporting, and information management aspects of the City’s fiscal activities and procedures related to those activities. It does not include providing advice as to the social desirability of one proposed expenditure over another.

### **Preferred Education and/or Experience**

1. Bachelor’s degree (B.S.) from four-year college or university with a major in Accounting; minimum of 5 years progressive governmental experience, or 5 years of general supervisory experience, with at least 5 years in a local government finance department with progressive responsibilities.
2. Minimum of five years’ experience in governmental finance and accounting at a high management or supervisory level. Typical duties to satisfy this qualification would have included, but not be limited to: hiring & evaluation of accounting and financial professional and para-professional staff; direct supervision of other professional and /or management staff; overall responsibility for preparation of governmental financial reports in accordance with Generally Accepted Accounting Principles.
3. Extensive knowledge of and experience with accounts receivable, accounts payable, purchase order, and payroll systems and the demonstrated ability to oversee and supervise technical and clerical staff performing those duties.
4. Extensive experience in the design, evaluation, selection, installation, set-up and maintenance of computer hardware and software applications, including, stand-alone personal computers, network systems and modular financial and accounting software systems. Experience and demonstrable competence with other computer application software such as word processors, databases and spreadsheets.
5. Valid Oregon drivers’ license.

### **Tools and Equipment Used**

Personal computer; computer network workstation; 10-key calculator; telephone; copy machine; fax machine.

## **Physical Demands**

The physical demands described herein are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually quiet to moderate.

## **Exempt/Non-exempt Status**

This position is non-exempt.