



JOB DESCRIPTION

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| <i>Title</i> | Finance Director | | | | |
| <i>Department</i> | Budget & Finance | | | <i>Job Class</i> | M 8 |
| <i>Driving Required</i> | No | | | <i>Safety</i> | No |
| <i>Labor Union</i> | Unrepresented | | | <i>FLSA</i> | Exempt |
| <i>Created</i> | April 2013 | <i>Reviewed</i> | Oct. 2022 | <i>Revised</i> | Oct. 2022 |

Purpose

Plans, directs, and supervises the activities of the Finance Department. Organizes, administers, and coordinates the annual county budget process, including supplemental budgets and mid-year budget adjustments. Performs and oversees financial forecasting, analysis, and development of long-term financial plans. Oversees the annual audit and preparation of the financial statements, develops and maintains accounting systems and procedures that ensure compliance with county policy, state and federal regulatory agencies, and accounting standards including maintaining financial controls. Acts as both county treasurer and county accountant.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Plan, organize, manage, and administer the annual budget, supplemental budgets, mid-year budget adjustments, special financial analysis, and long-term financial plans and forecasts. Develop the county-wide budget calendar, establish budget assumptions, and guide the county-wide budget process; direct and manage the preparation of revenue forecasts and analysis of impacts on financial position; monitor and evaluate revenues and expenditures throughout the year and identify potential issues; work with department management to identify and evaluate options and strategies.
- Provide staff support to the Budget Committee; coordinate Budget Committee meetings and coordinate community engagement activities related to the budget process. Provide quarterly financial updates to the Board of Commissioners and Budget Committee.
- Develop, manage, prepare, and maintain financial forecasting models, including county-wide revenue forecast models; collaborate with department management to ensure budgeting and financial forecasting needs are met and incorporate economic trends into forecasts; develop and manage the implementation of the allocation methodology for internal support service costs.
- Participate in the assessment, development, and implementation of financial management software systems, including the budget interface; participate in the development, implementation and evaluation of manual and automated budget accounting systems and controls; oversee process improvement and automation



JOB DESCRIPTION

efforts for the budget process; and provide leadership in development and implementation of financial policies related budget.

- Oversee the annual audit conducted by an outside auditing firm and complete the comprehensive Annual Financial Report; has a thorough understanding of accounting controls and standards.
- Oversee county-wide operations, reporting, and processes in: payroll, accounts receivable, accounts payable, purchasing card activities, and other applicable county-wide financial operations; direct the planning, organizing and maintenance of the central accounting system in a manner consistent with established accounting principles and practices, state and federal laws.
- Manage and review statements and reports on county financial affairs in such areas as revenue, expenditure, debt and cost.
- Oversee disbursement and investment of county funds in accordance with state and county investment policies. Includes controlling and accounting of tax monies, computing interest and depositing funds. Review county contracts for compliance with budget availability.
- Develop and implement division policies, procedures, and best practices; evaluate goals, objectives, priorities, and activities to improve performance and outcomes; recommend and establish administrative controls and improvements; develop procedures to implement new and/or changing regulatory requirements.
- Assume leadership and management responsibility for financial services activities including the selection and application of accounting principles; and lead the county-wide efforts in creating, updating, and implementing fiscal policies and procedures
- Design, implement, and oversee financial training programs.
- Recommend changes to various county policies affecting purchasing, investment and other relevant areas.
- Interview, hire, and supervise professional staff to provide high quality service to the community and county staff in support of the established goals, objectives and service expectations. Plan, assign, and direct work activities. Establish performance requirements, document and appraise staff performance, provide coaching for performance improvement, recommend and administer progressive discipline as needed.
- Promote and foster cooperation and teamwork among staff and volunteers as well as in interactions with other county departments.
- Develop, review, monitor, and evaluate indirect costs and the cost allocation plans to determine true cost of services and maximize reimbursement from appropriate sources, in compliance with federal regulations and county policy.
- Perform related duties as required.



JOB DESCRIPTION

Auxiliary Functions

In the event of a declared emergency by the Board of County Commissioners, the director is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The director will return to their regular assignment upon the vacation of the declaration of emergency.

Education, Training and Experience

Bachelor's degree in accounting, finance, business administration or public administration AND five (5) years of professional-level experience in budget development, governmental accounting, finance, and similar, OR an Associate's degree in accounting, finance, business administration or public administration AND seven (7) years of professional level experience in budget development, governmental accounting, finance and similar.

(Any combination of education and experience that has provided the knowledge, skills, and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

Knowledge, Skills, and Abilities

Knowledge of:

- State of Oregon local budget laws; research methods, statistical and financial analysis techniques;
- Cost accounting systems;
- Principles and practices of public administration; software applications for accounting and budgeting systems;
- Principles and procedures of financial record keeping and reporting;
- Internal controls and audit procedures;
- Effective use of integrated ERP systems for accounts payable, accounts receivable, and other financial functions;
- Federal, state, and local statutes, best practices, rules, and regulations applicable to governmental budgeting, and public sector accounting and finance;
- Principles and practice of effective management and supervision; principles, practices, methods, and techniques of budgeting for capital improvements and operations of public agencies; and principles and practices of public agency capital financing.

Skills to:

- Manage projects related to planning, directing and integrating a variety of complex financial planning and budgeting programs and activities;
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JOB DESCRIPTION

- Evaluate budget programs and make recommendations for improvement; define complex budgeting issues, perform difficult and complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations;
- Understand, interpret, explain, and apply county, state, and federal policy, law, regulation, and court decisions applicable to areas of responsibility;
- Analyze, interpret, and explain proposed legislation in terms of budgetary impact on the county's short term and long-term financial planning goals and objectives;
- Make oral presentations of proposals and recommendations clearly and logically to inform decision making;
- Prepare clear, concise, and comprehensive budgetary financial reports and presentations exercise sound, expert judgement within general policy guidelines;
- Direct staff in continuous efforts to improve quality, productivity, and effectiveness; and establish and maintain effective working relationships with all levels of county management, other governmental officials, and county staff.

Ability to:

- Prepare and administer a complex organization-wide budget;
- Supervise, train, and evaluate assigned staff;
- Implement, oversee, and continue to develop an ERP system;
- Evaluate, formulate, and implement administrative and financial policies and procedures;
- Establish and maintain financial records;
- Communicate financial concepts to other personnel;
- Assist departments to plan, develop, and evaluate department funding requirements;
- Communicate effectively, both orally and in writing, with all levels of the organization, the public and other agencies;
- Establish and maintain cooperative working relationships with individuals and groups who come from diverse backgrounds and represent members of the public, coworkers, and/or vendors;
- Coordinate and monitor a variety of functional areas simultaneously;
- Ability to work in a fast paced, complex environment;
- Interpret laws, rules, regulations, and county policies.

Additional Licenses, Certificates, and Specialty Requirements

Incumbents must pass a credit and background check. CPA or Masters degree in the field of Accounting or Public Finance is desirable but not required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



JOB DESCRIPTION

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters performing the essential functions of this job. This position typically operates in a normal office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the ability to arrange for timely transportation in order to attend required appointments and meetings at off-site locations.

Will be required to attend occasional evening board meetings and county functions as directed.

Supervision Exercised and Received

Works under the direction of the County Manager or Assistant County Manager. Exercises full supervision over employees engaged in the financial activities. Position has staff advisory relationships with other county departments regarding budget, finance, accounting services, and compliance with established requirements.