



JOIN THE CITY OF MCMINNVILLE AS OUR NEW

FINANCE DIRECTOR

*ANNUAL SALARY RANGE: \$99,096-\$126,504
PLUS EXCELLENT BENEFITS*



OUR COMMUNITY

**AN EXTRAORDINARY
COMMUNITY WITH
GENUINELY FRIENDLY
PEOPLE.**

**COME SEE WHAT WE'RE ALL
ABOUT IN MCMINNVILLE.**

McMinnville is an easy-going, progressive city nestled in the heart of Oregon's Willamette Valley. Our historic downtown has been recognized by the American Planning Association as one of its prestigious Great Streets in America. McMinnville's central location means our nearly 34,000 residents aren't far from the scenic Oregon Coast, our State Capitol, the "Big City" of Portland, or the slopes of Mt. Hood. Home to world class pinot noir, McMinnville attracts winemakers and food and wine tourists from around the globe. Whether it's a glass of wine on Third Street or a bike ride through the Willamette Valley, there is always something fun to do in McMinnville.

There is an abundance of opportunities for families of all types in McMinnville. Our school district boasts a high school graduation rate over 90% and there are plenty of opportunities for higher education at Chemeketa Community College or Linfield College, one of the nation's most respected small colleges. Childcare is available at a variety of privately managed daycare and preschool centers throughout the area. Our city also offers plenty of senior services through Yamhill County, NorthWest Senior & Disability Services, and our own McMinnville Senior Center.

VISION

A collaborative and caring city inspiring an exceptional quality of life.

MISSION

The City of McMinnville delivers high-quality services in collaboration with partners for a prosperous, safe, and livable community.

OUR CORE VALUES

STEWARDSHIP, EQUITY, COURAGE, ACCOUNTABILITY

THE IDEAL CANDIDATE

We're looking for a Finance Director with strong government finance and accounting experience; equally important is the Finance Director's ability to engage authentically with City employees, exercise high levels of emotional intelligence, and use their collaboration skills and ingenuity to help find solutions to City-wide challenges. The Finance Director's ability to work effectively on a high performing executive team as well as with a variety of cross-departmental and cross-functional teams is critical. As a member of the administrative services group, the new Finance Director is responsible for building and maintaining a departmental culture of high-quality and responsive service with internal customers. The new Finance Director will also be responsible for providing steady leadership as the Municipal Court transitions from the Legal Department to the Finance Department. Furthermore, one of the City's core values is equity; we expect our new Finance Director to value diversity, equity, and inclusion, and to ensure those values translate to the City's overall financial strategy.

Ideally, the Finance Director will be a certified public accountant (CPA,) hold a bachelor's degree in accounting, business administration, or public administration, and have 5 years of experience at a managerial/policy determination level with significant supervisory experience. Desirable experience includes: Municipal Court management, financial leadership in an Oregon city government, and experience in the financial nuances of urban renewal projects.

Candidates who do not meet every aspect of this ideal candidate profile are still encouraged to apply as any combination of relevant experience that prepares you for this role will be considered.

THE POSITION

The Finance Director plans, directs, and evaluates the activities and operations of the City's Finance Department and Municipal Court. The Finance Director provides long-range strategic direction on financial issues, serves on the City's executive management team, collaborates with other City departments and outside agencies, ensures accurate accounting of the City's financial activity, and provides high level complex administrative and policy support to the Mayor, City Council, City Manager, and Department Directors.

Essential functions of the Finance Director include:

- Supervision of department personnel including Finance and Municipal Court employees
- Communication with the public on financial matters and concerns
- Budget preparation, coordination, and oversight
- Preparation and oversight of the City's Comprehensive Annual Financial Report
- General ledger oversight
- Administration of the City's financial operations including: establishing and maintaining effective internal controls, monitoring accounting operations, maintaining insurance coverages and reporting systems, and overseeing grant compliance and reporting
- Investment of surplus funds
- Coordination of debt issuances
- Coordination of all accounting-related financial computer systems and development
- Perform the statutory duties and obligations of Treasurer

CITY STRUCTURE

The City of McMinnville has a great deal to offer the new Finance Director, including a supportive Mayor, City Council, City Manager, staff, and community. McMinnville has a Council-Manager form of city government. It is a full service city with 230 FTE providing a broad range of public services including police and fire protection; ambulance services; municipal court; wastewater treatment; street maintenance; engineering and planning services; building permitting and inspection services; parks, recreational and cultural activities; and a municipal airport. The City has a statewide reputation for financial stability and effective governance and looks to our new Finance Director to maintain that reputation.

THE DEPARTMENT

The Finance Department is comprised of a Senior Accountant, Payroll Accountant, Accounts Payable Accountant, Accountant II, and three Senior Municipal Court Clerks with a combined 74 years of professional experience.

McMinnville uses Logos (a subsidiary of Tyler Technologies) for its enterprise resource planning system and Casselle in its municipal court operations.

**A TEAM FOCUSED ON
PROVIDING EXCEPTIONAL
INTERNAL CUSTOMER
SERVICE.**

THE PROCESS

APPLICATION MATERIALS

To apply, please email the following documents to Kylie Bayer, HR Manager no later than Thursday, 9/19/19 at 3:00 pm PST.

- *A current resume*
- *A cover letter that describes how you have successfully completed a project with narrow time constraints and limited resources*

Please contact Kylie directly to request information about the recruitment or how to obtain veteran's preference points, or if you require any accommodation with the application process.

kylie.bayer@mcminnvilleoregon.gov • 503-434-4705

Please visit the City's website to view the formal classification description for this position.

The City is prepared to assist with travel arrangements, if needed. Depending on the number of qualified applicants the City may request phone or video interviews prior to the week of September 30.

RECRUITMENT TIMELINE

It is the City's goal for the new Finance Director to begin their duties before the end of November 2019. The following tentative timeline applies:

- *Application materials are due by Thursday, 9/19/19 at 3:00 pm PST*
- *In-person interview are tentatively scheduled the week of September 30-October 4*
- *Ideally, the new Finance Director will begin before or shortly after the Thanksgiving holiday*