

# **FINANCE DIRECTOR/CITY RECORDER**

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code M120

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## **GENERAL DESCRIPTION OF THE DUTIES**

The Finance Director/City Recorder plans, directs, and evaluates the activities and operations of the Finance Department, provides long-range and strategic direction on financial issues, serves on the City's management team, coordinates assigned activities with other City departments and outside agencies, ensures accurate documentation of City financial activity, and provides highly responsible and complex administrative and policy support to the Mayor, City Council, City Manager, and department directors. Essential duties of this position include the following: City budget preparation coordination and oversight; City Comprehensive Annual Financial Report preparation oversight; general ledger oversight; City financial operations oversight including establishing effective internal controls, monitoring accounting operations, maintaining insurance coverages and reporting systems, and overseeing grant compliance and reporting; investment of City surplus funds; coordination of City debt issuances; and coordination of all accounting related financial computer systems and development. The Finance Director also supervises department personnel, directly and through one ambulance billing lead worker, in the performance of their duties. The position communicates with the public on financial matters and concerns, and performs the statutory duties of City Recorder/Treasurer.

## **SUPERVISION RECEIVED**

This position is appointed by the City Council by Charter and receives policy direction from the Mayor and City Council. The Finance Director receives managerial and leadership direction and support from the City Manager.

## **SUPERVISION EXERCISED**

This position is responsible for the Finance Department staff, and provides staff advisory and support services to City departments in areas of finance, accounting, and budgeting.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties include other responsibilities as assigned and required.

1. Provides leadership and direction for the City's Finance Department by establishing current and long-term goals and objectives.
2. Plans and develops management programs, policies, and procedures primarily related to finance and accounting based on analysis of City needs, workload, staffing levels, economic, legislative, and judicial influences to provide appropriate and effective financial and accounting services for the City.
3. Provides policy support and staff assistance to the Mayor and City Council, City Manager, and department directors regarding financial matters.
4. Coordinates the City's budget preparation processes in compliance with Oregon Budget law customizing to the needs of the City Council. Advises and serves as a resource on City financial matters, monitors the City budget through the fiscal year preparation of supplemental budgets and budget transfers as required for City Council action.

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5. Oversees the City audit process, the preparation of the City's Comprehensive Annual Financial Report (CAFR), and prepares the CAFR transmittal letter and management, discussion, and analysis ensuring the City maintains an unqualified audit opinion and that the City continues to receive the GFOA Certificate of Achievement.
6. Oversees the financial operations of the City and YCOM which includes but is not limited to the following: establishes effective internal controls, monitors accounting operations, reviews the general ledger, maintains insurance coverages and reporting, oversees grant compliance and reporting, and works with department directors to ensure compliance with established financial and accounting policies and procedures.
7. Serves on the leadership team for the City's enterprise resource planning system, Logos.net, providing the primary leadership for the system's overall development.
8. Selects, trains, motivates, leads and evaluates personnel; provides or coordinates staff training, works with employees to correct deficiencies, and implements discipline procedures.
9. Serves as City Treasurer overseeing the City's cash flow to meet operational and capital needs maximizing interest revenues within policy guidelines developing, monitoring, and maintaining long-term investment policies, procedures, and practices. Also, coordinates City debt financing issuances, which includes working closing with the City's financial advisor, bond counsel, and financial institutions.
10. Serves in many inter-department capacities including but not limited to the following: serves on the City's management team, works closely with the City Attorney and the Human Resource Analyst to maintain personnel policies consistent with past practice and management intent, and works on a variety of City-wide projects as assigned by the City Manager.
11. Serves as City Recorder signing ordinances, contracts, and other official documents for the City of McMinnville and coordinates, along with the City Attorney and City Manager's administrative assistant, the City's elections process and schedule with the state and Yamhill County election calendars.
12. Attends various community group, professional, and civic organization meetings to represent the City's interests and to communicate City goals, programs, and policies.
13. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **OTHER JOB FUNCTIONS**

1. Follows all safety rules and procedures established for work areas.
2. Performs work in accordance with federal and state employment laws, and City policies and procedures.
3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
4. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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## Knowledge

- Broad knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, revenue forecasting, investment fund management, municipal debt administration, and laws affecting public accounting and budgeting;
- Knowledge of the principles of management, supervision, personnel practices, and labor contract provisions;
- Knowledge of program development, management, and evaluation;
- Knowledge of pertinent federal and state laws and regulations, and local ordinances;
- Knowledge of the current social, political, and economic trends and operating issues of municipal government;
- Knowledge of City Council policies and goals;
- Knowledge of public purchasing and contracting; and
- Knowledge of a variety of computer software applications and the software applicability to the City's financial accounting applications.

## Skill in:

- Skill in planning, organizing, and directing activities and operations;
- Skill in policy and program development, management, and evaluation;
- Skill in leading and supervising staff;
- Skill in leading through collaboration team building, coaching, and modeling this leadership style for others;
- Skill in analyzing problems, identifying solutions, and implementing recommendations in support of target goals, including long-term strategic financial planning & forecasting•Skill in identifying and responding to issues and concerns from the public and City Council;
- Skill in establishing and maintaining effective working relationships with employees, other agencies, public officials, and the general public;
- Skill in communicating effectively, both orally and in writing, with others; and
- Skill in using word processing and spreadsheet programs, and other software programs as required.

## Ability to:

- Ability to communicate effectively with employees, management team members, the general public, and members of outside agencies;
- Ability to exercise good judgment; and
- Ability to perform a broad range of supervisory responsibilities.

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## EXPERIENCE AND EDUCATION

Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties is qualifying. A typical way to qualify includes increasingly responsible experience managing a public agency finance department, including five years at a higher level managerial/policy determination level, supervisory experience, and a bachelor's degree in accounting, business administration, public administration, or a related field. Progressively responsible managerial experience in the finance department of an Oregon local government is preferred.

## DESIRABLE EXPERIENCE, EDUCATION AND CERTIFICATIONS

Designation as Certified Public Accountant is required.

## PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator and other standard office equipment. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

## WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 11/01

Revised: 10/03

Revised: 06/08