

ORGANIZATION:	City of Canby	DATE:	August 2012
DEPARTMENT:	Finance	UNION:	Non-Represented
TITLE:	Finance Director	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Provide leadership, management, direction, planning and goal setting for the City's Finance Department to ensure delivery of quality municipal services. Responsible for financial and strategic planning for all financial issues facing the City of Canby and Canby Urban Renewal Agency. Conduct special projects as assigned by the City Administrator and Assistant City Administrator. Supervise department personnel in the performance of their duties. Communicate with public and staff on financial matters and concerns. Serve as a member of the City's Management Team.

ESSENTIAL JOB FUNCTIONS:

Provide supervision and manage staff, including prioritizing and developing work plans, to ensure City goals and objectives are met. Schedule, assign and evaluate performance of finance staff members. Interview and effectively recommend hiring and termination actions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations and provide training and development for staff.

Responsible for development and implementation of the City's financial policies and City's Strategic Financial Plan. Ensure that the City's Budget, accounting systems and reports are in compliance with all appropriate legal and regulatory requirements and Generally Accepted Accounting Principles for municipal agencies.

Establish departmental goals and objectives. Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective financial services for the City. Monitor progress on reports and projects, interpreting policies and procedures.

Advise the City Administrator and Assistant City Administrator, City Council, Boards, and Commissions on financial matters, including providing recommendations as needed.

Develop budgeting, accounting, and reporting systems in compliance with professional standards. Prepare initial department budget requests and oversee the consolidation of departmental budgets into a comprehensive budget for the City, requiring the forecasting of City revenues and expenditures. Manage and monitor approved department budgets. Review and approve expenditures. Review progress and make necessary modifications.

In conjunction with the City Administrator, prepare and administer the City budget in accordance with Oregon municipal finance law. Ensure the timely completion and accuracy of the City's Annual Budget and Comprehensive Annual Financial Report, including preparation of financial forecasts, issuance of debt, preparation of rate analysis for the City's utility systems, and financing of capital improvements.

Responsible for oversight of the Canby Urban Renewal Agency Annual Budget and Report on Audited Financial Statements, including preparation of financial forecasts, issuance of debt and financing of capital improvements.

Exhibit leadership to staff and fellow employees. Serve as a model for accomplishing the City's vision and goals. Create an environment in which employees are focused on producing excellent quality results. Set standards for excellence in internal and external customer service. Promote professional and courteous behavior.

Respond to requests for information from the City Administrator, Assistant City Administrator, Council, Boards, Commissions, and other outside agencies, including identifying information needed and report format. Review reports prepared by staff, including determining completeness and accuracy.

Provide general assistance on a City wide basis related to budgeting, financial reporting, financing options, and general accounting. Ensure compliance to related policies. Research, analyze and assemble information, and make recommendations for grants, loans, rate studies and other matters related to the finance area.

Consult with various financial institutions and advisors, and bond counsel to arrange financing for construction projects. Provide financial information and analyses used to prepare bond prospectuses for debt financing.

Manage the investment of City funds in a fiduciary, responsible manner in accordance with applicable laws. Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Develop, monitor and maintain long-term investment policies, procedures and practices.

Attend various community, professional and civic organization meetings to communicate City goals, programs, and policies. Attend Council meetings, Urban Renewal Agency meetings, and budget meetings as required.

Maintain cooperative working relationships with City staff, other organizations and the general public. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, investments, and various laws governing municipal accounting and budgeting in Oregon. Knowledge of financial projection techniques, finance modeling techniques, and debt financing theories and principles. Knowledge of the principles of supervision, personnel practices, interpersonal communication; and computer software applications. Advanced understanding of the Generally Accepted Accounting Principles (GAAP) and local, state and federal laws governing revenues and expenditures. Ability to plan, develop and implement fiscal management practices and systems, apply management theories and principles, and to manage investment programs, debt financing. Advanced knowledge of personal computers and related software applications. Must be able to prepare informational analyses and perform problem solving to assess large amounts of information and formulate decisions. Ability to make presentations, communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues. Must comply with safety requirements of the position and actively promote safe work practices.

Equivalent to a complete four year university education in Finance, Public Administration, Business Management, or a related field; and seven or more years experience, which includes at least two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid driver's license with acceptable driving record. Must be able to pass a pre-employment credit check and be able to be bonded in accordance to City standards.

DESIRABLE REQUIREMENTS: Possession of Certified Management Accountant designation. Previous Oregon municipal experience. Completion of Master's degree program in Public Administration, Finance, or related field. Working experience with Caselle software.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance evening meeting is required.

SUPERVISORY RESPONSIBILITIES: Supervision responsibility included. May also provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. Position is responsible to ensure organization compliance with all laws and regulations pertaining to accounting, budget, and financial matters in an advisory manner.

SUPERVISION RECEIVED: Works under the direction of the City Administrator.