



# The City Of The Dalles

## Finance Director



# The City Of The Dalles

The City of The Dalles, Oregon, is located 85 miles east of Portland, and is nestled in the beautiful Columbia River Gorge against the eastern edge of the Cascade Mountain Range. With an elevation of 100 feet, the climate is relatively mild and sunny. The average summer temperature is 85 degrees, with winter averaging about 40. We are typically one of the warmest locations in Oregon and have an average rainfall of 13-17 inches, and yes, it can get windy.

The City is a strategic home base for year-round recreation. Water sport enthusiasts will find boating, excellent fishing, and one of the finest wind surfing areas in the United States on the

Columbia River. To the east are substantial opportunities to camp, fish, hike, and sightsee. To the west, ski enthusiasts have the opportunity to challenge the ski slopes of magnificent Mt. Hood; and there are numerous resorts that lie on Mt. Hood and its base.

The Dalles, with a population of approximately 14,400 and several thousand more in the outlying area, is the hub of the Mid-Columbia Region and provides a wide variety of services for its residents, nearby communities and tourists. The Dalles is a prospering community that has seen recent growth in its commercial and tourist based industry as well as a rediscovery of its rich historical heritage. All this

has led to The Dalles being able to keep its small town charm while reaping some big city benefits.

Agriculture is an important part of the economic base. The Port of The Dalles is nearly full to capacity with a wide variety of thriving industries including Google with its new data center and campus.

The Dalles is fortunate to have the Columbia Gorge Community College to offer a large variety of educational opportunities for full and part time students.

Mid Columbia Medical Center together with its state-of-the-art Celilo Cancer Center offers the residents of The Dalles superior medical care.

## Finance Department

The Finance Director acts as Chief Financial Officer for the City by planning, directing and supervising all financial operations within the Finance Department.

The Finance Department has five employees including the director.

The Department is responsible for the City's general ledger accounting, utility billing (water and sewer utilities), budget, preparation, assisting with annual independent audit, payroll, accounts payable,

and miscellaneous accounts receivable. This position also serves as the City's Investment Officer.

The Department also provides services to two associated agencies which the City is a part of; Columbia Gateway Urban Renewal Agency and QualityLife Intergovernmental Agency which provides broadband services to the community.

The Finance Department recently completed a software conversion to Caselle Connect, and we are

cloud hosted. The conversion included the following applications General Ledger, Accounts Payable & Purchasing, Accounts Receivable, Utility Management, Cash Receipting, Asset Management, Document Management, Maintenance Orders, Materials Management, Project Accounting and Property Improvements. Payroll is hosted by ADP.

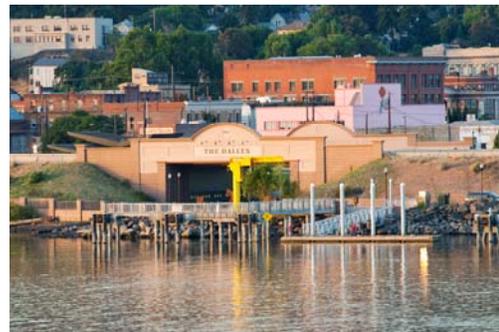
The Finance Department Budget is \$546,874 and the total City Budget is \$61,580,586.



# The Ideal Candidate

In addition to excellent Financial and Management skills the successful candidate will possess a professional history that demonstrates the following necessary attributes and qualities:

- A proven decision maker who can develop, plan and implement the Department goals and objectives; recommend and administer policies and procedures.
- Knowledge and experience necessary to plan, organize, direct and control the financial activities of the City including accounting, revenue collections, investments, long term debt financing, disbursements, payroll and Finance Department computer operations.
- Demonstrated ability to plan, organize and direct the preparation, implementation and control of the annual budget.; including forecasting revenues, expenditures and year-end balances.
- A proven history of recommending improvements to city's administrative and financial internal control systems and procedures, and insure full audit compliance.
- Demonstrated ability to work with the City's independent audit firm, in the timely completion of the annual financial audit and preparation of the Comprehensive Annual Financial Report.
- Ability to listen to citizens, employees and other departments to gather knowledge to pursue win-win solutions.
- A strong clear communicator who can provide clear thoughts and direction in a positive manner.
- Demonstrated ability to work with the City Manager and others in the senior management team to solve interdepartmental and city-wide issues.
- A successful history of training, motivating and evaluating department personnel.
- A demonstrated positive customer service orientation and the ability to foster that attitude throughout a department.
- A demonstrated ability to communicate effectively both written and orally to elected boards, appointed committees and the public.



# Qualifications

**Education/Experience/Training:**

Applicants must have a combination of a Bachelor's degree in accounting, finance or related field with four (4) years of increasingly responsible experience in public sector accounting or finance including two (2) years of supervisory experience. CPA certificate beneficial. Training in 10-key,

computerized record keeping, electronic word processing and spreadsheets.

**Knowledge/skills/abilities:** Ability to interpret and follow established guidelines including: Federal and State reporting requirements; City ordinances, resolutions, policies, and procedures; Department policies and procedures; office policies; bargaining unit contracts;

communicate effectively both verbally and in writing; ensure compliance relevant to budget and audit processes; establish and maintain effective working relationships with others.

# The Compensation

The salary range for the Finance Director is \$76,943.63–\$94,630.96 annually plus full benefit package, dependent on qualifications and experience. The benefit package includes:

- Medical—The City pays 100% for the employee and 85% of the premium for spouse/family coverage
- Vision—The City pays 100% for the employee and 85% of the premium for spouse/family coverage
- Dental—The City pays for the employee and 85% of spouse/family coverage
- Long Term Disability
- \$10,000 Life/Accidental Death
- Retirement plan at 13.5% of base salary, fully paid by the City, after one year of employment
- Deferred compensation plans
- Section 125 flexible spending plan for pre-tax savings
- Sick time is accrued on a monthly basis
- Vacation time is accrued on a monthly basis, based on longevity
- Nine paid holidays and two personal floating holidays per year
- Seven executive leave days per year



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## TO APPLY

**If you meet the qualifications and believe that you possess the ideal candidate profile, please submit a letter indicating your interest and a comprehensive resume along with The City of The Dalles Application and waiver that can be found on our website [www.thedalles.org](http://www.thedalles.org) or by calling 541-296-5481 Ext 4448 .**

**Position open until filled.  
First review of candidates:  
September 28, 2016**