

August 26, 2016

**POSITION ANNOUNCEMENT  
Finance Director**

**Salary: \$76,943.63 - \$94,630.96 annually plus benefits  
Open until filled; first review September 28, 2016**

The City of The Dalles, located in the scenic Columbia River Gorge, is seeking the right person to fill the position of Finance Director. The department is responsible for the City's general ledger accounting, utility billing (water and sewer utilities), payroll, accounts payable and miscellaneous accounts receivable, budget, assisting with annual independent audit, and CAFR.

***Education/Training: Education/Experience/Training:***

Applicants must have 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.

**To Apply**

Obtain a full job description and application packet from Human Resources at: City Hall, 313 Court St, The Dalles, OR 97058 or website: [www.thedalles.org](http://www.thedalles.org) EOE



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

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### POSITION DESCRIPTION

**TITLE:** Finance Director  
**DEPARTMENT:** Finance  
**REPORTS TO:** City Manager  
**SUPERVISES:** Finance Staff (4)

**DEFINITION:** This position acts as Chief Financial Officer to the City; planning, directing, and supervising all financial operations within the Finance Department including accounting, budget, and audit responsibilities. This position also acts as the City's Investment Officer.

### ESSENTIAL JOB FUNCTIONS:

- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Plan, organize, direct, and control the financial activities of the City including the accounting, revenue collections, investments, long term debt financing, disbursements, payroll, and computer operations.
- Plan, organize, and direct the preparation, implementation, and control of the Department's annual budget. Forecast revenues, expenditures and year-end balances with respect to the City-wide budget. Direct the preparations of the City's budget document.
- Review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures, and ensure full audit compliance.
- Direct City staff in participation with the City's independent audit firm, in the timely completion of the annual financial audit and preparation of the Comprehensive Annual Financial Report.
- Provide or direct the provision of information, support and assistance to the public, City departments and staff on matters relating to City finance, payroll, purchasing, and other centralized functions.
- Prepare or direct the preparation of financial reports as required by law; prepare various financial reports and analysis requested by Council or management staff; provide timely and accurate monthly financial reports.

- Direct, oversee, and participate in the development of Finance Department staff and workloads. Train, motivate, and evaluate department personnel. Implement discipline and termination procedures.
- Follow safety procedures established for work area.

**OTHER JOB FUNCTIONS:**

1. Direct special projects as necessary involving financial data or information.
2. Represent the department and the City as necessary to the public and to Council.
3. Serves as a member of the City's Senior Management Team.
4. Other duties as assigned.

**WORKING CONDITIONS:** Work hours: 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch, with two or three evening meetings each month. Work mainly in an office environment with minimal exposure to outside elements.

**ABILITY TO:**

1. Interpret and follow established guidelines including:
  - a) Federal and State reporting requirements.
  - b) City ordinances, resolutions, policies and procedures.
  - c) Department policies and procedures.
  - d) Desk procedures.
  - e) Bargaining Unit contracts.
2. Communicate effectively, both verbally and in writing.
3. Ensure compliance relevant to budget and audit processes.
4. Establish and maintain effective working relationships with others.

**QUALIFICATIONS:** Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

**Education:** Bachelor's Degree in Accounting or Finance

**Experience:** Four years of increasingly responsible experience in public sector accounting or finance including two years of supervisory experience. C.P.A. Certificate desirable.

**Training:** 10-Key, computerized record keeping, electronic word processing and spread sheeting.

**LICENSES OR CERTIFICATES:** Valid Driver's License.