ORGANIZATION: City of Newport **LOCATION:** Newport, Oregon
DEPARTMENT: Finance **DATE:** July 2013

Exempt

JOB TITLE: Finance Director **Range 20**

Finance Department

PURPOSE OF POSITION:

Plan, organize, and direct all the functions, activities and operations of the Finance Department to meet service demands within the constraints of the budget established by the City Council. Provide leadership and direction in the development of short and long range plan. Gather, interpret and prepare department activities with other departments and agencies as needed. Provide professional advice to department heads.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Administer the activities of the Finance Department including program areas of accounting, financial management information, banking and investment services, purchasing, auditing, budget, utility billings, debt service, and related financial functions. Attend City Council and other meetings as required.

Manage and coordinate activities of staff, conduct performance reviews, and initiate and implement disciplinary action as warranted, resolve grievance and other personnel matters. Provide training and motivation to make full use of staff capabilities.

Participate as a member of the Department Heads Management Team to provide input on City operations and communication. Direct the integration of assigned functions into overall City goals, objectives, and strategies.

Direct the development of an annual budget for the City and Newport Urban Renewal Agency. Establish and monitor budgetary controls, adjustments and reporting requirements.

Direct the development of a strategic plan for the City's financial activities. Prepare financial forecasts and models for resource and expenditure issues to ensure the long term financial management objectives for such areas as debt management and investments.

Provide staff assistance to the City Council, Urban Renewal Agency and Budget Committee. Prepare and present staff reports as necessary. Respond to and resolve citizen inquiries and complaints.

Serve as primary liaison with independent auditors in developing the audit scope, response to auditor's findings and recommendations. Coordinate preparation of the audit reports for the City and Urban Renewal Agency.

Establish policies, procedures, and performance standards to assure efficient and accurate division of activities within the department in compliance with City guidelines, goals/objectives and generally accepted accounting principals (GAAP). Ensure adherence to federal, state and/or Government Accounting Standards Board financial practices, laws, rules and regulations.

Review and evaluate risk and cost benefits to the City's internal control structure. Provide recommendations and training to City staff.

Perform cost control activities. Monitor revenue and expenditures to ensure sound fiscal control. Assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Coordinates and administers the City's insurance coverage for liability, loss recovery, property and asset damage, health and welfare, and other forms of loss prevention.

Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

Other Duties as assigned by the City Manager.

JOB QUALIFICATION REQUIREMENTS:
MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree in accounting, public administration, or related field AND five years of related experience, including three years of supervisory experience.

KNOWLEDGE: Advanced knowledge of modern governmental accounting theory, principals, and practices *(GAAFR, GAAP, GASB).* Advanced knowledge of internal control procedures, management information systems, office automation, and computerized financial applications, payroll, and accounts payable *and* receivable functions Knowledge of budgetary, accounting and reporting systems

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, other employees, Council members, other entities, and the general public. Ability to prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures, effectively supervise staff. Ability to communicate effectively, both orally and in writing, with individuals and groups. Physical ability to perform the essential job functions.

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 including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to twenty-five pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where work period occurs under usual office working conditions.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the City's Finance Department including hiring, firing, interviewing, assigning work, reviewing work, and evaluating performance to comply with policies and procedures.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager.

SIGNATURES:

This document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Approved by: _____

City Manager