

City of Newberg  
Position Description

Class Title: Finance Director  
Department: Finance Department  
Division:  
Date: August, 2014

Job Code Number:  
Range Number: Contract (\$75K-\$95K)  
Location: City Hall

#### GENERAL PURPOSE

Provides clear consistent and timely financial information to Citizens, Council and Management team so that they may make informed business decisions.

#### SUPERVISION RECEIVED

Works under the general direction of the City Manager.

#### SUPERVISION EXERCISED

Exercises management of all Finance Department staff, which includes Utility Billing and Municipal Court.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages the City's Finance Department; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

- Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of financial operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances in accordance with best personnel business practices.
- Trains and develops Finance Department staff.
- Financial policy development, such as composition of resolutions for adoption of the budget, supplements, and audits, as well as and ordinances to amend the Newberg Municipal Code.
- Responsible for projecting benefit, such as insurance and retirement, cost changes and budgeting accordingly.

Provides leadership and direction in the development of the City's short and long range, financial plans; gathers, interprets, and prepares data for studies, reports and recommendations to Department Heads and the City Council.

Provides professional advice to the Management Team; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official financial plans, policies and procedures to staff and the general public.

Serves as chief financial advisor to the City Manager.

Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.

Is responsible for and maintains all of the City's financial records.

Initiates financial studies and plans to insure the financial condition and wellbeing of the City.

Responsible for financial reports and financial information to complete the annual financial audits.

Under direction of the City Manager prepares the City's budget document. Ensures the City's annual budget complies with applicable accounting standards and State Budget Law. Prepares supplemental budgets as needed.

Other Major Duties Include;

- Oversees the posting and reconciliation of ledgers and accounts.
- Directs the preparation of state and federal reports, including tax reports and grant compliance
- Oversees Utility Billing division and Municipal Court staff, excluding the Municipal Judge.
- Oversees the investment of City funds.
- Monitors Debt structure and assists in acquiring new debt.
- Assists in managing the retirement accounts (PERS and Principal).
- Oversees and tracks the financial reporting of the Capital Project accounts

- Works with City Manager on insurance issues (property/casualty/liability/ and workers compensation)

#### PERIPHERAL DUTIES

Develops financial related ordinances and resolutions.

Represents the City at various conferences and meetings.

Performs general management duties for the city manager as assigned.

Responsible for all cost-of-service studies for utility rate considerations.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work that includes supervisory experience.
- (B) Ability to possess CPA License.

##### Necessary Knowledge, Skills and Abilities:

- (A) Must be able to work as a Management Team member and provide great customer service to the City's operating and administrative departments.
- (B) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems GAAFR, GAAP, and GASB;
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.
- (D) Considerable knowledge of debt financing.

## SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months.

Must be bondable.

## TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, network computer system; networked-printers and scanners; 10-key calculator; phone; copy machine; fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

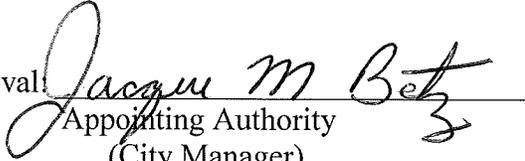
The noise level in the work environment is usually quiet.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and employment reference checks; job related tests may be required. Additionally, successful completion of a criminal history background check and security clearance via fingerprinting is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:   
Appointing Authority  
(City Manager)

Effective Date: October, 1994, July and August 2014

Revision Dates: October, 2005; July 2014, August, 2014

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