

**OREGON**

# **DEPUTY FINANCE OFFICER**

## **\$80,776 - \$115,440**

*Plus Excellent Benefits*

*Apply By*

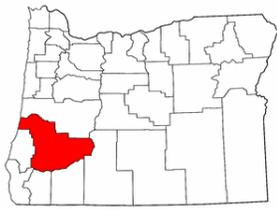
**March 15, 2021**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?

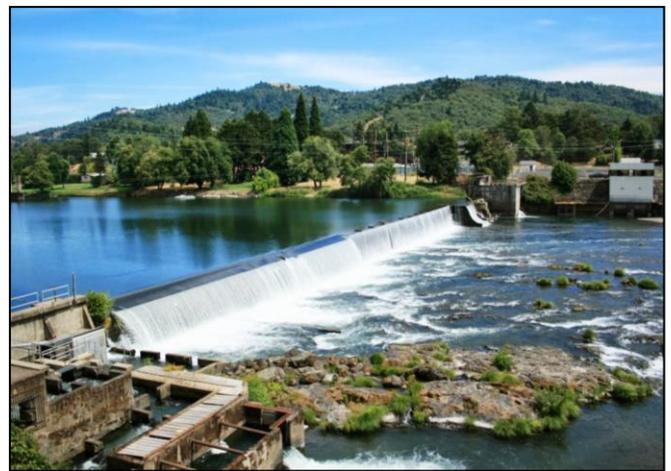


Located in scenic Southwestern Oregon, Douglas County is known for its stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities provided by the County's four distinct seasons. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France, where Fall is pleasant and crisp, Winter is cool without much freezing, and Spring and Summer are vibrant and warm. Douglas County's county seat, Roseburg, is conveniently located on Interstate 5, roughly 67 miles south of Eugene and 96 miles north of Medford. Centrally located to camping, fishing, the high Cascades and Crater Lake, the beautiful Oregon coast, and the world-famous Wildlife Safari, activities in the area range from white water rafting to just plain relaxing. If you are an experienced financial professional looking to work with a team of dedicated staff to provide excellent services, this is the right position for you!

## THE COMMUNITY

Douglas County covers 5,134 square miles and is one of two Oregon counties that extend from the Pacific Ocean to the Cascade Mountain Range. Known for its temperate climate, the County is home to over 50 parks ranging from large facilities with overnight camping, to small boat launching access points, and is often referred to as the "banana belt" of Oregon. Outdoor recreational activities are plentiful and include rafting and fishing on the world-famous Umpqua River, hiking on an extensive network of trails, biking next to vineyards, cross country skiing, snowmobiling, and exploring the beaches of the Pacific Ocean. Douglas County's 111,000 residents enjoy a quiet rural lifestyle, while only being a short distance from airports, shopping and cultural activities in Eugene and Portland. Roseburg, the County seat, is the hub of many popular local events including the Douglas County Fair, a community theater, American Legion baseball, a free summer music concert series, and multiple parades. Roseburg is also home to first class medical facilities in Mercy Medical Center and the Roseburg Veterans Administration Health Care System.

The Douglas County economy is driven by the nearly 1.8 million acres of commercial forest lands contained within the County, resulting in approximately 25% of Douglas County's labor force being employed in the forest products industry which includes numerous sawmills and veneer plants, as well as one pulp and one particle board plant, and numerous shingle, shake, pole and other wood products plants. Agriculture is also an important factor in the economy with field crops, orchards, and livestock included as major products. Top employers in the County include Roseburg Forest Products, Mercy Medical Center, Swanson Group Aviation, Seven Feathers Hotel & Casino, and Umpqua Bank.



## THE COUNTY

Douglas County was incorporated in January 1852 and is governed by a three-member Board of County Commissioners serving four-year overlapping terms. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions, and committees, and overseeing the operation of County departments with appointed department heads.

County Departments include: Assessor, Building, Building Facilities, Clerk, District Attorney, 911, Fairgrounds & Speedway, Human Resources, IT, Justice Courts, Juvenile, Management & Finance, Museum, Parks, Planning, Public Works, Salmon Harbor, Sheriff, Surveyor, Treasurer, and Veterans Services. Douglas County employs 525 FTEs and operates on a 2021 adopted budget of \$252,745,988.

## THE DEPARTMENT

The major areas of responsibility of the Management and Finance Department are budget, payroll, accounting, purchasing, treasury, and property tax collection. The department operates on a 2021 budget of \$1,635,775 with 19 FTEs, and is responsible for providing accounting services, treasury services and administering the property tax collection system in an accurate and timely manner. The department also produces and publishes the Comprehensive Annual Financial Report (CAFR) and the Annual Budget document, develops and maintains financial control policies and procedures, and ensures compliance to federal laws and regulations, state regulations and statutes, and County Board orders and resolutions.



## THE POSITION

The Deputy Finance Officer reports directly to the Douglas County Chief Financial Officer. In the absence of the Chief Financial Officer, the classification may be delegated by the CFO or the Board of Commissioners the authority of the CFO. This is an at-will position.

Under the direction of the CFO, this position assists in managing, planning, organizing, and directing the activities of the Management and Finance Department. Activities include budget development and administration, financial planning, centralized accounting, internal and external financial reporting, auditing, accounts receivable, accounts payable, payroll processing, property tax billing and collection, property tax distribution to taxing districts, purchasing, central services, maintenance of capital asset records and other related duties as assigned.



### Other responsibilities include:

- Develop and implement policies and procedures to assure department operations meet objectives and goals of the Board of Commissioners. Assist the CFO in hiring, coordinating, and supervising department staff. This may include preparing performance evaluations; recommending disciplinary action; facilitating staff training and development.
- Ensure finance and tax collection functions are in compliance with federal and state statutes, rules, and regulations; and systems are effectively managed and adequately maintained.
- Assist in directing and overseeing the development of the County's annual and supplemental budgets; coordinating budget preparation with department heads, Budget Committee members and the Board of Commissioners; conducting budget workshops; present budgeting proposals to the County Budget Committee and the Board of Commissioners; overseeing the monitoring of revenues and expenditures.
- Assist in the development, implementation, management, and maintenance of the county-wide financial systems in accordance with generally accepted accounting principles (GAAP).
- Coordinate data backup with the Information Technology Department to ensure data security.
- As assigned develop, implement, manage, and maintain accurate recording and accounting for the collection and distribution of property taxes. Assist in overseeing the maintenance of records for individual taxing districts, the preparation of summaries for the State Department of Revenue and other government agencies.
- As needed, provide technical financial and budgetary assistance to the Board of Commissioners, department heads and department personnel.

- Assist the CFO in developing, implementing, overseeing, evaluating, and auditing finance-related county-wide policies and procedures, including purchasing and internal control policies and procedures. Assist in preparing and administering the department's budget.
- As assigned by the CFO, prepare, and present a variety of financial, analytical, and statistical information or reports to the Board of Commissioners upon request.
- Assist the CFO in developing the comprehensive annual financial report (CAFR) and in overseeing the annual County audit; direct and organize the preparation of materials, reports and supporting documents.
- Participate in the development and implementation of automated financial systems. Meet and confer with system users, the information technology department, and vendors.

### IDEAL CANDIDATE PROFILE

#### Education and Experience:

A bachelor's degree in accounting, business administration, finance or a related field and four (4) years progressively responsible work experience, which includes one (1) year with a governmental agency and two (2) years supervisory or management experience or any satisfactory equivalent combination of experience and training is required. At time of appointment, candidates must possess a valid Oregon driver's license.

A Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is preferred but not required. The selected candidate may be requested, with assistance from the County, to attain a CPA or CPFO license/certification in a reasonable timeframe once employed in this position.

**Please visit: [www.co.douglas.or.us](http://www.co.douglas.or.us)**

Douglas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 15, 2021** (first review, open until filled). To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments" followed by the "Deputy Finance Officer – Douglas County, OR" option, and follow the directions provided.



#### Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of theories, principles and practices of modern governmental accounting theory, principles, practices and fiscal management, including budget preparation, expenditure control and record keeping.
- Thorough knowledge of governmental payroll, auditing, budgeting and procurement systems and procedures.
- Thorough knowledge of principles, methods and techniques of effective business administration including personnel and fiscal management in order to develop, implement and evaluate programs.
- Thorough knowledge of internal control procedures and management information systems as applied to accounting procedures.
- Considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to Incorporate team participation in decision making; preparation of financial statements and reports; use of computerized financial information and reporting systems.

#### COMPENSATION & BENEFITS

- **\$80,776 - \$115,440 DOQ**
- Full-family Medical, Dental, and Vision Insurance
- County-paid life, accidental death & disability and long-term disability coverage
- Oregon State Public Employees Retirement System (PERS)
- Paid vacation, sick leave, and (10) paid holidays
- Voluntary benefits include optional flexible spending accounts, deferred compensation retirement plan, STD and supplemental life coverage

**[www.prothman.com](http://www.prothman.com)**

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