



COQUILLE, OREGON

FINANCE/HR DIRECTOR

\$81,900 - \$99,420

Plus Excellent Benefits
Relocation Compensation Available

Apply by
February 13, 2022
(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Framed by heavily forested hills to the north, south and east, and the Pacific Ocean to the west, Coquille offers unparalleled small-town charm, an abundance of scenic beauty in every direction, and rich opportunities for recreation and relaxation.

The City of Coquille is seeking a finance professional who is committed to preserving and enhancing what makes this community special by helping lead it into the future. If you are looking to work with dedicated staff to provide excellent public service for residents and visitors alike in an ideal place to live, work and play, this is the right position for you!

THE COMMUNITY

Located in Coos County in Southern Oregon, the City of Coquille is located 90 miles north of the California border and just 15 miles inland from the Pacific Coast. Incorporated in 1885, Coquille is home to 4,100 residents and has remained the county seat of Coos County since 1896. Bounded by the Coquille River to the south and the beginnings of the Coast Range to the east and north, the City of Coquille sits in the beautiful Coquille Valley. Being inland from the Pacific Ocean has a moderating effect on the City's climate, resulting in a much warmer and less windy summer than the neighboring cities of Coos Bay and Bandon.



The City of Coquille is an active and healthy community that promotes a small-town atmosphere, a friendly lifestyle and embraces a diversity of cultural, historic, eclectic and local resources through civic participation, local economic activity and the individual pursuit of happiness. The town's prime location along the Coquille River Valley offers many outdoor recreation opportunities on the waterfront including abundant fishing in the Coquille River, along with Laverne County Park, and miles of hiking and biking trails.

The surrounding area also offers an abundance of nearby beaches, ocean fishing, hunting, golf, antiquing, surfing, birding, mushroom picking and more. With all that it offers, Coquille remains charmingly undiscovered and unspoiled. For those looking to stay inside, Coquille is known as a place of rich history and entertainment. Residents and visitors enjoy the famous Sawdust Theater, where audiences cheer for the hero and boo to the villain, and the Coquille Valley Art Association, which offers exhibits and classes for artists of all skill levels.

Coquille also boasts an excellent hospital and emergency care facility, quality education provided through the Coquille School District, a Community Center with a pool that is open for swimming during the summer, and the Rivers Edge RV Park, which has 54 spaces overlooking the Coquille River.

THE CITY

Operating under a Council/Manager form of government, the City has six council members who are elected at-large for four-year staggered terms, and a Mayor, who presides at the City Council meetings, and is elected at-large for a two-year term. The Mayor and City Council appoints the City Manager, City Attorney and City Judge.

The City Manager appoints and removes the Finance/HR Director, Public Works Director, Police Chief, Fire Chief, and the Library Director. In addition to the help they receive from their appointed staff and employees, the Mayor with the consent of the City Council appoints the members of 8 advisory boards and commissions that assist the City Council. Nearly 30 Coquille citizens serve on these boards and commissions and make a valuable contribution to the City of Coquille.

The City of Coquille provides a full range of municipal services, including police, ambulance and fire protection, parks and recreation facilities/activities, streets, planning, a library, and general administration services on a budget of approximately 16.6M with 42 FTEs. The City also operates the water and wastewater utility systems.

THE DEPARTMENT & POSITION

The Finance Department falls within the "Support Services" Department. This department includes the City Manager and City Recorder, and operates on a 2021/2022 budget of \$957,968. The Finance Department is comprised of four FTEs including the Finance/HR Director. The Finance Department provides central accounting services for all City departments and the City's Urban Renewal Agency. The department is responsible for preparing fiscal reports, preparing the annual financial report and financial research as requested by the City Council and City Manager. The Department also acts as the City's HR Department.

Under the direction of the City Manager, the Finance/HR Director is responsible for comprehensive financial services and financial planning for the City including investments, accounting, payroll, revenue forecasts, cost accounting, and internal control. For a full job description and to view the essential functions of this position, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

- 1. Fully realize use of Springbrook Financial Software:** The City recently spent time with Springbrook diving deep into the full utilization of the Software. A key goal is to enable staff and managers to fully utilize the software including the preparation of the 2022-23 Budget.
- 2. Continue to build an excellent finance team:** The Finance department has a number of new employees who have recently undergone significant training. The team provides solid customer service externally. Molding that team into a top-performing group is a strong goal for the new Finance/HR Director.
- 3. Provide additional structure for the team:** The Finance Department has great potential and additional structure to the City's financial operations is a solid goal for the organization. Recognizing and facilitating additional training for team members and the City's various departments is essential.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree from an accredited college or university in accounting, business administration, or a related field, and five (5) years of progressively responsible financial experience in an administrative capacity is preferred. The ideal candidate will have demonstrated experience and skills in accounting, budgeting and auditing within a public agency environment, and will have at least three (3) years of demonstrated management of HR activities including personnel assessments, record keeping, personnel management and personnel compliance activities. An equivalent combination of education and experience which satisfactorily demonstrates the knowledge, skills, and ability to perform the job duties may be considered.

Necessary Knowledge, Skills & Abilities:

- General knowledge and understanding of the City of Coquille's organization, functions, policies, goals, priorities and programs.
- Considerable knowledge of theories, practices and principals of generally accepted accounting principles including governmental accounting and auditing standards.
- Ability, knowledge and skill to prepare and administer budgets, provide financial guidance and administer contracts in accordance with established policies, rules, and regulations.
- Knowledge of public administration principals and procedures.
- Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county and local agencies, elected officials and the general public.
- Skill in policy formulation and program development.
- Excellent communication skills. Ability to prepare written as well as present oral reports in a clear and concise manner.
- Good organizational and planning skills. Ability to meet deadlines and manage budgetary processes within established guidelines.
- Ability to effectively organize, assign, and supervise the work of subordinate employees.
- Ability to achieve programmatic and organizational objectives making sound decisions, exercising judgment based on previous experience, training and instructions.
- Experience with Springbrook, Caselle, Tyler or other similar accounting software.

COMPENSATION & BENEFITS

- **\$81,900 - \$99,420 DOQ**
- Medical, Dental, and Vision Insurance
- Life Insurance and AD&D
- Short-Term Disability
- Oregon PERS
- 457 Deferred Compensation Plan
- 11 Paid Holidays
- Paid Sick Leave
- Generous Paid Vacation
- Bereavement Leave
- Military Leave and Oregon Family Leave
- Worker's Compensation
- Early Return-to-Work Program
- Benefits Continuation (COBRA)
- Unemployment Insurance
- Employee Assistance Program
- Educational Financial Assistance

**For more information on the city,
please visit:
www.cityofcoquille.org**



The City of Coquille is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 13, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**City of Coquille, OR – Finance/HR Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



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