



FINANCE DIRECTOR

HIRING RANGE: \$79,552 - \$86,043

(Full Range \$73,550 - \$104,685)

Plus Excellent Benefits including up to \$2,000 in reimbursable relocation expenses.

Apply by

October 16, 2022

(Open until filled. Applications reviewed as submitted.)

PROTHMAN



THE COMMUNITY



The City of Veneta (Pop. 5,271) is located in the midst of a large rural, recreation-oriented, and forested area about twelve miles west of Eugene, Oregon. Natural features around it include the Fern

Ridge Reservoir, the Coastal Mountain Range to the west and Cascade Mountain Range to the east. These surroundings boast forests, wetlands, and agricultural operations, including several award-winning wineries and local retail farms. From the East, Veneta is accessible by Highway 126 connecting the City to urban Eugene and coastal Florence. Its northern and southern neighboring unincorporated communities of Elmira, Crow, Noti, and Lorane hold many winery and farm-produce treasures and are accessible by Territorial Highway.

Veneta is a small, progressive community with tremendous growth potential where residents appreciate healthy lifestyles, cultural diversity, and the arts. Veneta's residents are friendly, outgoing people who are proud to live in an environment with something for everyone – from the rugged outdoors to quiet gardens to local shops. Incorporated in 1962, Veneta has transformed from a bustling timber town to a progressive, visionary city that has both embraced recent growth and continues to prepare for future growth with major projects such as a downtown redevelopment, strong local business support, and upgraded parks. Veneta's quiet, small-town community feel is an exceptional mix of abundant amenities and local community businesses with big-city options close by in Eugene.



THE CITY

The Veneta City Council consists of a mayor and four councilors elected from the City at large. At each biennial general election, two council positions are voted on, each for a four-year term. Veneta has a long history of stability with elected officials, with just eight progressively minded mayors in the last 60 years. The City Council's current 2-year strategic plan focuses on economic development, community safety, parks and recreation, street improvements, and public engagement. The City has four departments: the City Administrator's office, Public Works, Community Development, and Finance, in addition to an Urban Renewal Agency. Veneta has 17 FTEs, 4.7 seasonal employees, and operates on a 2022-2023 budget of \$10,076,939 with total Ending Fund Balances projected to be \$17,114,040. The Veneta Urban Renewal Agency's 2022-2023 budget is \$1,781,000 with total Ending Fund Balances projected to be \$2,444,027.

THE DEPARTMENT & POSITION

The Finance Department is responsible for the City's payroll, general ledger accounting system (including cash receipts, accounts payable, accounts receivable), financial reporting and reconciling, year-end closing, audit preparation, budget monitoring, utility billing, banking, procurements, treasury, information technology, reception, and general office support. The department's budget is shared, in part, with the City Administrator's Office in the General Fund budget of \$1,927,400 with a projected Ending Fund Balance of \$2,388,602. The department operates with four FTEs including the Finance Director. As of July 11th, a new supervisor position has been created which oversees City administrative/central services functions and personnel. This position is the Finance Director's only direct report.

The Finance Director's areas of responsibility will be financial, budgetary, and treasury activities, procurement, and risk management with oversight of administrative functions through the new supervisor position.

Under the direction of the City Administrator, the Finance Director is responsible for the City's financial and risk management functions. The Director has direct responsibility for treasury duties and working with the City's insurance provider on risk mitigation strategies, including OSHA compliance. This position advises City management on budget matters, prepares financial reports and recommendations, and ensures compliance with accounting rules and regulations, including maintaining of fiscal records. The Director also provides finance and budget services to the Veneta Urban Renewal Agency (VURA), a separate agency with city councilors serving as the board. Most time will be spent with City tasks, while time spent with the VURA will be limited to project specific matters. To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit www.prothman.com.

OPPORTUNITIES & CHALLENGES

- The next Director will have the opportunity to re-create, not inherit, this role. With the role vacant since November 2021 and interim directors and a CPA firm addressing needs, the next Finance Director has the advantage of a fresh start for implementing best practices.
- This position will face the challenge of championing more efficient use of the City's enterprise software. The City's conversion from Springbrook to Caselle software occurred in 2017, but it isn't being put to optimal use due to needed training and process evaluation. Partnering with the newly created supervisor position who will lead the efficiency effort, the next Finance Director will provide support, direction, and resources to the supervisor to accomplish efficiency goals.



IDEAL CANDIDATE PROFILE

Education & Experience:

Candidates must have a bachelor's degree from an accredited college or university in accounting, business administration, or a related field, with experience and/or education in Government finance, four (4) years of progressive municipal accounting/auditing experience, and two (2) years of internal service supervisory experience.



The selected candidate must have knowledge of principles and practices of GAAP, and experience with Caselle accounting software or a similar municipal/enterprise accounting and data management product. Candidates must also have possession of, or the ability to obtain and maintain, a valid Oregon driver's license.

The ideal candidate will have a servant leader mentality, be diligent and fair, have a good sense of humor, and demonstrate a good work ethic.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered.

COMPENSATION & BENEFITS

- **\$79,552 - \$86,043 DOQ**
- Merit-based 10-Step Salary Range: \$73,550 - \$104,685
- Annual Cost-of-Living-Adjustment proposal brought to City Council (discretionary).
- Medical, dental, and vision insurance with 90% Employer-paid High-Deductible premium and 90% Employer-contributed deductible to an employee's HSA.
- Life insurance and long-term disability.
- Fourteen paid holidays (Three are Floating Holidays).
- Ten days starting vacation. Increases with longevity.
- Six hours per month Administrative leave.
- Personal leave.
- Longevity bonuses.
- Oregon PERS (City pays the 6% employee contribution).
- 457(b) Deferred Compensation Plan.
- Flexible Spending Account - Dependent Only.
- Health Savings Account.
- Family pass to Veneta Community Pool.
- Wellness incentive program.
- Option to purchase short-term disability insurance, additional life insurance, and accident insurance.
- Up to \$2,000 in reimbursable relocation expenses



**For more information on the
City of Veneta, please visit:**

www.venetaoregon.gov

The City of Veneta is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 16, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to www.prothman.com, click on “Open Recruitments” select “City of Veneta, OR – Finance Director” and click “Apply Online” or click [here](#). 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 Prothman website as instructed on the form.



www.prothman.com

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