

## Jefferson County

## Position Description

Position: <b>Finance Director</b>	FLSA: <b>Exempt</b>
Department: <b>Finance &amp; Tax</b>	Salary Grade: <b>Grade 35</b> <b>Grade 37 if appointed/elected County Treasurer</b>
Classification: <b>Non Bargaining Unit</b>	Status: <b>Full Time</b>

### Summary

The Finance Director develops and administers programs and processes that ensure compliance with and support of County initiatives and goals related to financial planning, risk management, internal and external audits, insurance programs, payroll, and workers compensation. The Finance Director provides strategic stewardship of organizational assets, identifies capital needs and manages daily cash flow and investments. The Finance Director prepares reports for inspection and review by the County Treasurer and County Investment Committee. The position oversees the Tax Collection system under state law.

### Distinguishing Characteristics

Under direct supervision of the Board of County Commissioners and County Administrative Officer this position will exercise a high degree of initiative, independence, professional expertise, and supervisory skills in the management, administration, and supervision of the county's accounting system, budget preparation, property/liability insurance coverage, workers compensation insurance, strategic financial planning, investments, property tax collections, maintaining capital asset records, grant administration, treasury duties, and payroll. Responsible for municipal budgeting, accounting and finance and for performing complex and diverse activities involving organizational level initiatives, systems, and performance. Acting as the chief financial officer, this position represents financial matters to the public, County Commissioners, County Administrative Officer, other Elected Officials, and other County Department Directors. This position supervises Finance & Tax Department employees and deputies; works in conjunction with the Human Resource Manager to maintain records in accordance with statutory requirements and County policy; works as part of the Management Team with the County Administrative Officer, Human Resources Manager and County Counsel on employment issues, union bargaining, and internal policies; The Finance Director works with Department Directors and Elected Officials to develop the annual budget, establish and monitor budgetary controls, adjustments, and reporting requirements. The ideal candidate will have hands-on senior level management experience and be actively involved in the daily operations of the Finance & Tax Department operations.

### Essential Duties and Responsibilities

- Provide excellent customer service to both internal and external customers.
- Oversee the selection, assignment, scheduling, productivity, evaluations, development and discipline of assigned personnel.
- Manages the County's general ledger system and payroll system in compliance with the Oregon Revised Statutes regarding budget law.
- Acts as the custodial officer over all county funds, trust funds, agency funds, and serves as the investment officer.
- Monthly & quarterly reports submitted for IRS, ODR, PERS, BOCC, etc.
- Develop and maintain documentation for Federal and State Grant programs.
- Ensure audit requirements are met. Prepare variance reports if needed.

- Review account reconciliation, track errors throughout accounting system and make appropriate correcting entries.
- Receives deposits from all departments, disburses property taxes and other revenues as required.
- Develops and maintains the County's investment policy in accordance with state guidelines and statutes, and County goals; determines investments based on a variety of organizational needs and economic conditions.
- Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of cash management, debt service, investment activities and other finance functions in compliance with County standards and federal, state, and local laws.
- Administers various aspects of County Insurance programs (property, liability, employee health benefits, and workers compensation).
- Provide reports/analytical assistance to Tax Districts and/or Tax District's auditors for annual audits as requested.
- Oversee and participate with tax collection deputies in the maintenance of tax collection records for individual taxing districts and special projects (local improvement districts) and the annual audit of tax collection and distribution of all tax receipts.
- Oversee the preparation by tax collection deputies of quarterly and annual reports and summaries for State Department of Revenue and other governmental agencies including distribution of property taxes to all taxing districts.
- Oversee the administration of property foreclosure processes in collaboration with tax collection deputies and County Counsel.
- Oversee the management of properties received by County through tax foreclosure.
- Secure outside financing for County purchases, capital projects or bond issues.
- Prepares the necessary financial reports for the annual audit. Assist with audit as needed, respond to audit findings & recommendations.
- Prepares monthly, quarterly, and annual reports for the inspection and approval of the County Treasurer.
- Implements training for various County Departments; administrative staff on County administrative policy and procedures.
- Prioritize work assigned.
- Provide support to other departments when requested.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position.

**Qualifications**

▪ **Knowledge and Skills**

Thorough knowledge of Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standards Board (GASB) requirements and governmental accounting management, audit theory, professional treasury management practices property tax systems, property tax collection practices, governmental fiscal management, and administration principles and practices. Advanced knowledge of internal control procedures, management information systems, and computerized financial applications. Knowledge of budgetary, accounting and reporting systems, local governments, relevant statutes and related governmental procedures. Excellent communication skills, both written and verbal. Strong computer software and hardware knowledge.

▪ **Abilities**

Ability to develop departmental goals and objectives in compliance and support of the organization's long-term strategic and financial plans; communicate effectively with individuals and groups regarding complex issues; develop and maintain effective working relationships with Finance & Tax staff, other departments, public officials, the general public, other local governments, and other associations and businesses with which the County may interact. Ability to read and interpret laws and regulations. Ability to convey

technical concepts to others. Ability to achieve harmony within a work team. Ability to convey a positive image of Jefferson County.

▪ **Physical Abilities**

Ability to sit, use rapid finger, hand and arm movement, and work at a computer screen for extended periods of time. Ability to lift up to 50 lbs occasionally.

▪ **Education and Experience**

Bachelor's Degree in Accounting, Public Administration, Finance or Business Administration or a closely related field and with five years' experience managing fiscal, auditing, purchasing, risk management and accounting or similar management functions in a governmental department is required. Prior supervisory and leadership experience or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

▪ **Licenses and Certificates**

Ability to obtain and maintain a valid Oregon driver's license and an acceptable driving record. Must successfully pass a criminal history and personal finance/credit check.

▪ **Working Conditions**

Work is performed primarily indoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Required to become a county resident within 24 months of employment and maintain residency as a condition of employment. Required to be appointed or elected Jefferson County Treasurer as a condition of salary grade 37.

▪ **Probationary Requirement**

This position is based on the successful completion of a twelve-month probationary period.

**Modified on: January 24, 2024**

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**Employee Signature**

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**Date Signed**

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**Supervisor Signature**

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**Date Signed**