



# JEFFERSON COUNTY OREGON

## FINANCE DIRECTOR

# \$124,770 - \$169,719

Finance Director \$124,770 - \$153,282

Finance Director if also County Treasurer \$138,149 - \$169,719

*Plus Excellent Benefits, including 2.0% COLA on 7/1/2024*

*Apply by*

**March 24, 2024**

*(First Review, Open Until Filled)*

***PROTHMAN***



**WHY APPLY?**



Nestled in the heart of River Canyon Country in Central Oregon, Jefferson County's exceptional climate enables residents and visitors to enjoy a multitude of outdoor activities, from water sports to golf and mountain biking year round.

Jefferson County is looking for a leader who can strategically lead the County's Finance Department while focusing on results and accountability. This is an excellent opportunity for an experienced finance professional to make a difference in a region that takes pride in its spectacular natural beauty and way of life. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!



**THE REGION**

Jefferson County (Pop. 25,878) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven largest communities - Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch - are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 8,099) and serves as the County seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities.

Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

The Cove Palisades State Park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Madras is also located within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, modern movie theater, drag strip, authentic Mexican restaurants, world famous Erickson Aircraft Museum, mountain biking and horseback trails, circle track, skateboard park, 600-seat performing arts center, and an indoor aquatic center. Madras is located just 30 miles from Redmond, which has a regional airport that offers direct departures to Burbank, Denver, Las Vegas, Los Angeles, Palm Springs, Phoenix, Portland, Santa Rosa, Salt Lake City, San Diego, San Francisco and Seattle. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

**THE COUNTY**

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The Commissioners have appointed a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

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.





The County has an elected Assessor, Clerk, District Attorney, Sheriff, and Treasurer. Other non-elected major departments include Public Health, Buildings & Grounds, Community Development, Finance/Tax, Public Works, Juvenile Justice, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The County operates with 135 FTEs on a 2024 adopted budget of \$79.7 million. Jefferson County is in a strong financial position and completed construction of a new courthouse in 2017 and a new Public Health Building in 2022 adjacent to the Hospital in partnership with Mosaic Medical (a non-profit FQHC).

The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.



## THE POSITION

Under the 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.



As part of the Executive Management Team with the County Administrative Officer, Human Resources Manager and County Counsel, the Finance Director will work on employment issues, union bargaining, and internal policies. The Director works with Department Directors and Elected Officials to develop the annual budget, establish and monitor budgetary controls, adjustments, and reporting requirements. The department currently has 3.0 FTEs and operates on a 2024 budget of \$490,000.

As would be expected in a small Finance & Tax Department, the Director is hands-on and not just a figurehead or overseer. While delegation of important tasks to employees will occur, the Director must be "hands on" completing departmental functions to be highly effective in the position.

The County currently has a 1,400 sq. ft 3-bedroom, 2 bath manufactured home on a 40-acre farm with updated interior, new paint and flooring that may be utilized by the new Director at a below market rental rate while further housing options are explored.

For a full job description and to view the full scope of responsibility for the position, please view the attachment found [here](#) or on [www.prothman.com](http://www.prothman.com).

**OPPORTUNITIES & CHALLENGES**

1. When offered the position, the County will offer an employment contract that clearly indicates a one salary grade increase will occur when the Finance Director is also the County Treasurer.
2. The structure of a typical Finance Department operation combined with the non-typical duties of County Treasurer and Tax Collector requires a well-rounded hands-on Director who enjoys a vast portfolio of responsibilities.
3. The County is building capacity in the Finance Department and separate Human Resources Department by adding 2 FTEs in July 2024. This will take the two Departments from the current combined level of 4 FTEs to 6 FTEs. The HR Director position is also currently vacant and offers an opportunity for a new Finance Director and new HR Director to build a collaborative team on their closely aligned internal service operations.



**IDEAL CANDIDATE PROFILE**

**Education and Experience:**

A 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; or a satisfactory combination of education and experience, as determined by the hiring authority, that demonstrates the ability to successfully perform the essential duties and responsibilities. Candidates must have the ability to acquire and maintain a valid Oregon driver’s license with an acceptable driving record. As a condition of employment, the Director will be required to become a county resident within 24 months of employment and to maintain residency. Additionally, the Finance Director will be encouraged to seek election or accept appointment and maintain the office of County Treasurer.

**Necessary Knowledge, Skills and Abilities:**

- 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.
- Skill as a quick learner who will be able to get up to speed and keep the department steady and producing.
- The ability to develop and manage grant reporting systems which address CARES and ARPA requirements.
- The ideal candidate will work to continue the Finance Department’s public relations with strong people skills and contribute as a part of the County’s leadership team.
- Candidates should bring a well-rounded skill set and will be able to be hands on when needed.
- The ability to be a working director who will be producing and organizing financial documents directly.
- Skill in communicating clearly accurately and concisely both orally and in writing.
- The ability to analyze reports, policy and procedures, and business correspondence with close attention to accuracy and detail.
- The ability to develop departmental goals and objectives in compliance and support of the organization’s long-term strategic and financial plans.



**COMPENSATION & BENEFITS**

- **\$124,770 - \$153,282 Finance Director Only**
- **\$138,149 - \$169,719 if also County Treasurer.**
- Medical, vision and dental coverage (current employee cost share for family coverage is \$118/month)
- HRA VEBA employer contribution
- Vacation & Administrative Leave
- Sick leave
- 9 Holidays
- Cell phone allowance (up to \$55/month)
- Oregon PERS Retirement (employer/employee participation varies)
- 457 Deferred Comp Plan Available
- Discounted air/ground ambulance memberships
- Flexible Spending Program
- Employee Assistance Program
- Voluntary Benefits through Aflac and American Fidelity
- 2.0% COLA on 7/1/2024



**For more information on  
Jefferson County please visit:  
[www.jeffco.net](http://www.jeffco.net)**

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 24, 2024** (applications reviewed as submitted, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Jefferson County, OR – Finance Director**", and click "**Apply Online**", 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 Prothman website as instructed on the form.



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

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