



**City of Clatskanie,  
Oregon**

**FINANCE MANAGER / CITY RECORDER**

**\$96,840 - \$123,600**

*Apply by  
**July 18, 2025**  
(First Review, Open Until Filled.)*

**PROTHMAN**



## THE COMMUNITY



Clatskanie, a picturesque town nestled in Oregon's Lower Columbia region is a blend of natural beauty and rich history. Situated conveniently between the cities of Portland and Astoria, Clatskanie offers an escape into a serene, forested landscape while remaining connected to urban amenities. Clatskanie was established by loggers, farmers and fishermen who named the city after a small, vanished tribe of Native Americans; the Tlatskanai tribe, whose name suggests "swift running water," reflecting the Clatskanie River that enhances the town's charm.

Historical landmarks in the City include Flippin Castle; a historic turreted mansion situated atop a hill above the center that functions as a museum and special event center. In addition, the Clatskanie Cultural Center's Birkenfeld Theatre is also home to the Clatskanie Arts Commission's Performing Arts Series, and an independent short film festival.

For those looking to get outside, walking and water trails begin in the Clatskanie City Park. The Park also offers playgrounds, playing fields and a covered skatepark. After launching a kayak in the park, kayakers can wind their way all the way to the Columbia River.



The city of Clatskanie offers a warm and welcoming atmosphere, rich history, a range of recreational and cultural offerings, and stunning natural surroundings. With its strong sense of community, Clatskanie is an ideal place for those seeking a blend of tranquility, cultural richness, and community spirit.

## THE CITY

The City of Clatskanie operates under a Council-Manager form of government. The Clatskanie City Council is composed of six councilors elected at large, and a mayor that is elected separately from the council positions. Council terms are four years, and three terms expire at the end of each even-numbered year. The Mayor's term is for two years. The City has 10 FTEs and a 2024-25 total city budget of 9.6 million. City Departments include Administration, comprised of the City Manager, Finance Manager / City Recorder, Senior Clerk, and a General Clerk, and Public Works, comprised of the Public Works Director, Water Treatment Plant Operator, Wastewater Treatment Plant Operator, Public Works Foreman, and two Utility Workers. Police services, legal services, city planning services, and building codes and enforcement are contracted out. The senior and general clerk positions provide support to both the Administration and Public Works.

## THE POSITION

Under the direction of the City Manager, the Finance Manager / City Recorder will perform a variety of administrative and financial management duties in support of the Administrative Office, City Council, Planning Commission, and the Public Works Department. This position maintains departmental and archival records in accordance with State and City requirements, and is an "at-will" position. The Finance Manager / City Recorder will oversee financial tracking and documentation for the City's upcoming capital projects, including a new Wastewater Treatment Plant currently in its early stages, which will require close monitoring and scrutiny of billing and expenditures.



**Essential Job Functions Include:**

- Manage all accounting records for the City, prepare and reconcile reports, maintain journal entries on municipal software system, balance bank statements and cash accounts, and prepare fiscal records for the annual audit. Maintain adequate cash flow for City operations and manage investment accounts. Monitor expenditures and revenues and produce periodic financial statements.
- Manage the City's yearly audit process and reports to City Manager and City Council audit findings and recommendations along with presentation of the yearly completed audit.
- Assist with preparation of the preliminary and final fiscal year budget and prepare annual budget calendar and public notices. Attend meetings of the Budget Committee. Prepare and deliver required forms and reports for county, state, and federal officials.
- Design, recommend, and oversee the implementation of approved City policies including financial management practices. Ensures adherence to federal, state and/or Governmental Accounting Standards Board financial practices, laws, rules, and regulations. Job requires high standard of accuracy and truthfulness.
- Maintain all payroll and personnel files and records, including confidential correspondence. Assists City Manager in a confidential capacity with formulating, determining and effectuating management policies in matters of labor relations and collective bargaining matters including financial costing, bargaining proposals, and development of City policies.
- Attend and take minutes for City Council and Planning Commission meetings. Transcribe meeting recording/video. Maintain records of Council actions and recommendations as needed. Prepare and distribute Council packets.
- Produce a variety of documents, e.g., letters, forms, memos, agendas and minutes, resolutions, ordinances, and reports. Research and compile information. Prepare and distribute public notices within guidelines and prepare staff reports.
- Review disbursements for revenue availability and to monitor coding of expenditures. Make accounts payable entries, process checks and reports. Maintain accounts payable records. Monitor revenue availability and process purchase orders.
- Maintain fixed asset records. Enter information into the computer. Maintain inventory and update as necessary.

- Act as City Elections Officer. Prepare required notices and forms to go to media, County Clerk, etc. Monitor official elections for compliance with state laws. Assist interested citizens in filing for vacant City positions. Prepare and monitor election schedule.
- Responsible for maintaining a variety of files and records, including accounts payable, departmental activities, correspondence, vendors and purchase orders.

For a full job description, please view the attachment found [here](#).

**EDUCATION & EXPERIENCE****Minimum Qualifications:**

- Demonstrated knowledge of municipal finance operations and the principles, methods and practices of accounting, thorough understanding of general office and record keeping practices, procedures and methods typically exhibited after three to five (3-5) years in the profession.
- The ability to make cost projections and evaluate revenue and expenditure forecasting, experience with accounting/bookkeeping software such as Springbrook or other similar software.
- Excellent written and spoken communication skills including proper use of English, spelling and grammar.
- Competent in Microsoft Office Suite, specifically Word, Outlook and Excel.
- Must be able to be bonded.
- CMC (Certified Municipal Clerk) desirable or attained within 18 months of hire.



**Desired Qualifications:**

- Certified Public Accountant.
- Previous knowledge of the organization and functions of municipal government and practices of governmental accounting.
- A four-year degree in accounting or business administration, or satisfactory combination of five (5) years of progressively responsible office and accounting experience and training that demonstrates the knowledge, skills and abilities to perform the duties as described.
- Springbrook software experience is highly desirable.
- Knowledge of Generally Accepted Accounting Principles and understanding of internal controls at an advanced level.
- Production of financial statements according to generally Accepted Accounting Principles.

**COMPENSATION & BENEFITS**

- **\$96,840 - \$123,600 DOQ**
- Medical, Dental, Vision Insurance.
- Oregon Public Employees Retirement System.
- Life and AD&D Insurance.
- 80 Hours of Vacation Per Year.
- Twelve (12) days of Sick Leave per year. (Accrued at 8 hours per month)
- Five (5) days of personal leave per year, which can be used as vacation, personal business, or sick leave.
- Up to \$5,000 for relocation expenses.
- Extra upfront vacation and/or personal leave pool may be negotiated.
- Limited option of specific work items which may be done from home. To be discussed and negotiated.

**To learn more about the  
City of Clatskanie, please visit:**

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



The City of Clatskanie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 18, 2025** (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 "**City of Clatskanie, OR – Finance Manager / City Recorder**", 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.

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

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