



FOREST GROVE OREGON

FINANCE DIRECTOR

\$131,208 - \$167,472

Apply by
August 31, 2025
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



Forest Grove is located in Washington County in beautiful northwest Oregon, surrounded by rolling hills, evergreen forests, and vineyards that create a scenic backdrop for year-round recreation.

From wineries and art galleries to concerts, sports fields, and lakes, Forest Grove offers an abundance of opportunities to live, work, and play in a vibrant and engaging setting.

The city offers convenient access to the Portland metropolitan area and the Oregon Coast, with Highways 47 and 26 and Interstate 5 providing direct routes. Forest Grove is also served by the TriMet regional bus system, with 15-minute service that connects to the MAX light rail just six miles away, linking residents directly to downtown Portland.

The area was originally inhabited by the Kalapuyan people, who are now federally recognized as members of the Confederated Tribes of the Grand Ronde. Forest Grove was founded in 1841 by Oregon Trail pioneers and has long been shaped by innovation and entrepreneurial spirit. It is home to Pacific University, the first university established west of the Mississippi, the roots of Willamette Valley's pinot noir industry, and a thriving community of artists, academics, and outdoor enthusiasts.



With a population that has grown from 2,450 in 1940 to 27,551 today, Forest Grove is a full-service city that blends urban and rural character. The city recently approved a 2040 Plan which outlines its commitments to the values of sustainability, safety, and connection, fostering an inclusive, small-town atmosphere where neighbors care for one another. The 2040 Plan's goals center on economic vitality, thoughtful growth, healthy lifestyles, and connections that bring the community closer together.

THE CITY

The City of Forest Grove is a full-service city that operates under a city council-city manager form of government, with 232 full-time employees and a 2025 budget of \$162.2 million. The City Council is composed of a Mayor and six Councilors, all elected at-large to staggered four-year terms. These volunteer officials serve as the policy-making body, responsible for adopting laws, setting annual goals and objectives, and approving the city's budget. The Mayor presides over Council meetings, while the City Manager, appointed by and serving at the pleasure of the Council, oversees the day-to-day operations of the city and implements Council policies.

Services provided by Forest Grove include water, electricity, fire and police, parks and recreation, aquatics, library, engineering, public works, community development, building, economic development, municipal court, administration, and communications. The City also owns and manages a 4,500-acre watershed that supplies and supports its water infrastructure.

THE POSITION

Reporting to the Assistant City Manager, the Finance Director leads the Finance Department, which operates with a biennial budget of approximately \$10.8 million and a team of 14.6 FTEs.

The Department is responsible for a wide range of essential services, including preparing and overseeing the biennial budget, managing financial reporting, managing accounts payable and receivables, processing payroll, managing utility billing and cash receipting, managing information technology, administering risk management, overseeing municipal court, purchasing, and business licenses.

To view the full job description and all responsibilities of this position, please click [here](#).

THE IDEAL CANDIDATE

Education and Experience:

- The equivalent to a bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.
- Six (6) years of increasingly responsible professional accounting or financial management experience including three (3) years of management and administrative responsibility.
- Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of this position will be considered.

Necessary Knowledge, Skills and Abilities:

- Financial operations, services, and activities within a comprehensive municipal finance and accounting program.
- Governmental accounting, auditing standards, and cash management practices, including Generally Accepted Accounting Principles (GAAP).
- Treasury functions, debt administration, and risk management strategies in a public agency setting.
- Budget development, monitoring, and long-term financial planning for large and complex municipal budgets.
- Develop, implement, and assess departmental goals, objectives, policies, and service delivery methods.



- Financial recordkeeping procedures, reporting requirements, and internal control systems.
- Analyze problems, evaluate alternative solutions, and recommend sound, goal-oriented strategies.
- Supervise, train, evaluate, and direct professional and technical staff in a team-oriented environment.
- Prepare administrative and financial reports, with clear and concise communication in both oral and written forms.
- Oversee the implementation and maintenance of information technology systems related to finance and operations.
- Interpret, apply, and ensure compliance with Federal, State, and local laws, codes, and regulations.
- Establish and maintain effective working relationships with internal staff, external agencies, and the public.



COMPENSATION & BENEFITS

- **\$131,208 - \$167,472 DOQ**
- Medical/Vision and Dental Insurance: Choice of Two Plans - City Pays 95% of the Premium
- Paid Group Life Insurance
- Long Term Disability Insurance
- Section 125 (Flexible Spending Account) Plans
- HRA VEBA (Voluntary Employees' Beneficiary Association) Contributions
- Oregon PERS Retirement
- Generous Paid Leave, including Vacation Leave, Sick Leave and Administrative Leave
- 40 Hour Vacation Bank and 20 Hour Sick Leave Bank at Time of Hire
- Holiday Leave: 11 Paid Holidays + 2 Floating Personal Holidays
- Vacation Buyback Program
- Voluntary Deferred Compensation Program
- Physical Fitness Incentive
- Employee Assistance Program
- Education and Training
- Up to \$10,000 for Relocation Expenses



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

www.forestgrove-or.gov

The City of Forest Grove is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 31, 2025** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. **To apply**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Forest Grove, OR – Finance Director**", and click "**Apply Online**", or click [here](#). If you are a veteran and wish to apply for veterans' preference points, please indicate that in your application in the supplemental questions, complete and submit the [veterans' preference form](#) posted on the City of Forest Grove website, and upload to your application.



www.prothman.com

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