

CITY OF
JOHN DAY

Finance and Human Resource Director

Job Title: Finance and Human Resources Director

Department: Administration

Reports To: Administrative Services Manager

FLSA Status: Exempt

Union Position: No

Effective Date:

Salary Range: \$85,000 – 95,000 DOE

Definition:

The Finance Director performs specialized work involving the financial, accounting, human resources and risk management functions of the City. The Director manages collection, custody and disbursement of City funds, manages annual audits, assists with financial and strategic planning for the City, assists with the budget preparation, and conducts special projects as assigned by the City Manager. The Director handles Human Resources tasks including administrative of leaves, personnel matters, evaluations, recruiting, matters of labor relations, and related HR tasks. Director supervises operations of the Account Billing Clerks.

Supervision Received and Exercised:

Reports to and receives direction from the City Manager. Supervises and directs the work of Account Billing Clerks.

Essential Job Functions: *(Duties may include, but are not limited to the following:)*

- In conjunction with the City Manager:
 - Develops and implements the city's financial policies and strategic financial planning.
 - Prepares and administers the City's budget in accordance with Oregon law.
 - Ensures the timely completion and accuracy of the City's Annual Financial Report (AFR).
- Prepares financial forecasts, debt issuance documents, and rate analysis for the City's utility system and financing of capital improvements.
- Ensures the City's budget, accounting systems, and reports comply with appropriate legal and regulatory requirements of the Generally Accepted Accounting Principles for municipal agencies.
- Coordinates and performs all accounting and fiscal management requirements on federal and state grants.
- Ensures integrity and accuracy of the general ledger and subsidiary ledgers while ensuring internal control within all city functions; ensures adequate security for all financial assets.
- Prepares all monthly journal entries, including accounts receivable, accounts payable, and general ledger; prepares monthly bank reconciliation of various City accounts with multiple financial institutions.
- Provides supervision, evaluation, and management of Accounting, Utility Billing, and Municipal Court staff, including prioritizing and developing work plans, to ensure City goals and objectives are met.

- Schedules, assigns, and evaluates performance of department staff. Has authority to impose formal discipline of written reprimand consistent with City policy and practices.
- Handles difficult problems that arise from the public and answers questions concerning tax rates and billings.
- Ensure the Human Resources & Risk Management department operations are administered in a manner that achieves the City's business plan and goals and delivers outcomes important to the community
- Ensure hiring managers make effective hiring decisions and retain qualified staff.
- Coach management staff to consistently utilize City adopted leadership models; ensure assigned staff hold employees accountable for meeting deadlines and objectives.
- Respond to requests for information from the City Manager, Council, Boards, Commissions, staff and other outside agencies; reviews reports prepared by staff and determines completeness and accuracy.
- Develop, in conjunction with peers, city-wide compensation philosophy. Oversee the revision of associated human resource policies.
- Review disciplinary issues and advise on legal and appropriate degree of discipline.
- Advise departments on recruitment and selection strategies, techniques and legal requirements and the performance evaluation system; research and develop appropriate policies and procedures.
- Direct HRRM related training and development efforts; Evaluate and determine training needs and priorities; develop training content and select and arrange for appropriate trainers; assist departments with concerns and questions regarding training.
- Oversee the administration and adjudication of all non-litigation claims; direct the maintenance of claims and lawsuit summary; direct on-going analysis of property, casualty and workers' compensation claims experience, and risk management.
- Oversee the direction of the City's employee benefits, worker's compensation, and health/wellness programs; review claims adjudication and plans design; coordinate and confer with Labor/Management Committee and Safety meetings regarding issues and concerns.
- Create an environment of teamwork and respect. Clear and concise communication with public and staff on financial matters and concerns is expected. Accuracy and truthfulness are an essential attribute for this position.
- Foster a culture of equity and inclusion by welcoming and meeting the diverse needs and perspectives of groups and individuals.
- Remain current with relevant technological advancements as it relates to field.
- Maintains all financial records of the City's contracts; ensures all purchases comply with adopted contracting regulations and procedures.
- Attends City Council and other meetings and makes public presentations as required.
- Performs other duties as assigned/required.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Proven and reliable financial accounting skills in government sector.
- Ability to work well with the public.

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- Excellent organizational skills, attention to detail, and ability to meet deadlines.
- Ability to coordinate and prioritize multiple tasks.
- Advanced computer and data processing skills.
- Ability to maintain confidentiality and appropriately handle sensitive material.
- Excellent written and verbal communication skills.
- Must be bondable for financial fidelity.
- Knowledge of Oregon Public Records and Meetings laws.
- Knowledge of Local Budget Law, government accounting principles and Human Resource.
- Ability to listen actively and respond appropriately.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting, Finance, Business Administration, or related field.

Minimum three years progressively responsible experience directly related to the position, including public sector accounting; minimum two years' experience in a supervisory or leadership role.

Strong written and verbal communications skills; quantitative analysis skills, including cost/benefit analysis and statistical analysis. Extensive experience with Microsoft Excel or similar spreadsheets. High standards of personal integrity, honesty, professionalism, and attention to detail or an equivalent combination of education and experience will be considered.

LANGUAGE SKILLS

Ability to read and interpret complicated documents such as city, state, and federal statutes and regulations. Ability to write correspondence and detailed reports with analysis. Ability to speak effectively before public or employee groups.

REASONING ABILITY

Must exercise good judgment, courtesy and tact with the public. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.