



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

FINANCE DIRECTOR
FINANCE DEPARTMENT

FLSA Status:	Exempt
Department:	Administration
Union Representation:	Non-represented

Class Summary

Under the general direction of the City Manager, provides leadership, management, direction, planning and goal setting for the City's Finance department to ensure delivery of quality services. The Director is responsible for all strategic and financial planning for all fiscal issues facing the City and the City of Molalla Urban Renewal Agency. All phases of municipal fund accounting include accounts payable, accounts receivable, payroll, general ledger, bank reconciliations, month-end closing, quarterly reporting, grant reporting, and year end payroll reports inclusive of PERS. The Director is also responsible for leading budget preparation and presentations as well as the annual audit with an outside auditing agency.

Duties and Responsibilities

- Supervises the Senior Accountant and the Finance Department, including prioritizing and developing work plans, evaluating performance, monitoring progress on reports and projects, interpreting policies, and procedures, making departmental hiring and termination recommendations, making pay rate recommendations, and providing training and development for staff.
- Advises City Manager, City Council, and Boards and Commissions on financial matters, including providing recommendations as needed.
- Responsible for ensuring the timely completion and accuracy of the City's annual budget and submission of Budget Award each year to the GFOA. Audit preparation including financial forecasts, issuance of debt, preparation of rate analysis, and reporting of capital improvement projects.
- Researches, develops, recommends, and implements City-wide policies, language, provisions, and procedural internal controls for all departments as well as assisting with ongoing financial performance.
- Responsible for the oversight of the City of Molalla Urban Renewal Agency annual budget report and audited financial statements.

- Responsible for the development and implementation of the City's financial policies.
- Serves as a City Treasurer to ensure that the City budget, accounting systems, and procedures follow all appropriate legal and regulatory requirements, and generally accepted accounting procedures (GAAP) for Oregon municipal agencies.
- Conducts special projects as requested by City Council, City Manager, and Department Heads.
- Assures protection of assets by developing and directing administration of internal accounting policies, controls, and procedures for governmental accounting procedures that include but not limited to, revenues and reimbursements, expenses, accounts receivable, contracts, accounts receivables, accounts payable, payroll, investments, and special funds.
- Attends City Council meetings and various other meetings at the direction of the City Manager.
- Provide back-up assistance as needed to the front office area.

Qualifications

- Able to apply management theories and principals, governmental accounting principles.
- Understands concepts, principles and practices of municipal fiscal administration including budgeting and financial reporting.
- Skilled in preparing informational analysis and performing problem solving to assess large amounts of information, formulate decisions, and make presentations.
- Ability to make financial projections and modeling techniques.
- Working knowledge of debt financing and principals.
- Experience with Local, State and Federal laws governing revenues and expenditures.
- Thorough knowledge of generally accepted accounting principles.
- Ability to prioritize work, meet deadlines and perform duties with minimal supervision.
- Working knowledge of Excel, Word, and related accounting software.
- Communicate effectively with coworkers, management, elected officials, and the general public and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Maintain proficiency by attending trainings and meetings, reading materials. And meeting with others in areas of responsibility.

Supervision

- Responsible for 3 FTE positions.
- Serve as a staff advisor to HR Coordinator, and other departments on financial/ budget matters.

Utility Billing

- Regularly evaluates City's utility billing municipal code, and policy. Makes recommendations to City Manager.
- Approves leak adjustments within the Utility Code.

Desired Qualifications

- Experience and knowledge of multiple Caselle Software modules.

Education and Experience

- Bachelor's degree in finance, Business Administration, Accounting, or related field; and 10 years related experience in either private or
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

Working Conditions

This position routinely works normal business hours but may be required to attend night meetings. Most work time is spent in an office environment.

Approved as to form;



City Manager, Dan Huff



Date