



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: ASSISTANT FINANCE DIRECTOR
Finance Department

This is an Exempt, non-represented position; excellent benefit packet when eligible.

Duties include but are not limited to:

Oversees all of the City's professional accounting operations to maintain and ensure the integrity of the City's financial reporting. Performs and supervises all technical accounting functions in accordance with generally accepted accounting principles. Prepares and presents financial analysis and reports; serves as an accounting and financial policy advisor to the Finance Director. (Job Description Attached)

MONTHLY SALARY GRADE:
Exempt Grade 22: \$5199 – \$6391

MINIMUM QUALIFICATIONS:

High school diploma, or equivalent; Graduation from an accredited four-year college or university with a degree in accounting, Finance, Business Administration and 4 - 5 years of demonstrated experience in accounting. Must demonstrate professionalism, strong organizational and communication skills and attention to detail.

Some finance positions require successfully passing a criminal history check, including fingerprinting as mandated by Oregon Revised Statutes.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

Desirable Requirements:

Two (2) to three (3) years in governmental accounting. CPA/CMA highly desirable.

HOW TO APPLY:

Request application packet from:
Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must all be received by the above Employment Office. Applications will be accepted until the position is filled.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Equal Opportunity / Affirmative Action Employer
Drug Free Workplace**

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Assistant Finance Director
DEPARTMENT: Finance
FLSA STATUS: Exempt
SALARY GRADE: Grade 22
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION

Oversees all of the City's professional accounting operations to maintain and ensure the integrity of the City's financial reporting. Performs and supervises all technical accounting functions in accordance with generally accepted accounting principles. Prepares and presents financial analysis and reports; serves as an accounting and financial policy advisor to the Finance Director.

ESSENTIAL JOB FUNCTIONS

Manages and supervises accounting and utility billing staff, and contract employees. Is involved in the hiring and training of employees; assigns and directs the work of assigned staff; completes performance evaluations; rewards and disciplines employees; addresses complaints and resolves issues.

Through the Finance Director, coordinates efforts of both finance and other city departments in the development of city-wide finance projects. Researches best practices among other cities, industries, and organizations. Prepares project analysis and reports; presents analysis and finding to department heads, City Manager, City Council, and other appropriate boards. Assist in the implementation of approved policies and projects.

Responsible for preparing the City's financial records for the annual external audit. Coordinates the audit fieldwork schedule, preparation of schedules and analyses required by auditors and publication of the Comprehensive Annual Financial Report in a timely manner. Responsible for maintaining the integrity of the City's financial statements to continue to receive the Government Finance Officers Association Award of Excellence for Financial Reporting.

Manages and supervises the daily, monthly, quarterly and year-end operations for all of the City's receivables, deposits, payables, loans, fixed assets, and other accounting operations, including the administration of the accounting software system and utility billing accounting operations.

Serves as a technical accounting and financial advisor to Finance Director.

Develops and maintains accounting policy and procedures and operational manuals for accounts receivable, cash receipting, accounts payable, liens, special assessments, system development charges, fixed assets, computerized finance software, cash management, general ledger, payroll, monthly and year end close and annual audit which maintains a high level of professionalism, efficiency and accuracy of financial operations.

Develops, implements, and evaluates all accounting internal controls and procedures to maintain the integrity and quality of the financial accounting records.

Manages all treasury, debt and cash management activities for the City. Maintains professional relationships with banking and treasury agencies on behalf of the City.

Responsible for implementing and managing internal controls for the computerized financial system for all authorized users

Reviews and authorizes all general ledger and budgetary transactions posted to the City's financial records for accuracy and compliance to general accepted accounting principles and State budget law. Responsible for internal audit procedures by reviewing on a daily, monthly and yearly basis all funds' balance sheet, revenue and expenditure accounts for errors and discrepancies. Performs analytical procedures and analysis for all funds and reviews the overall financial presentation.

Manages and supervises project and grant accounting for compliance with Federal and/or State regulations and requirements in order maintain the City's future funding opportunities.

Develops work schedules, monitors workload, assists with workload for finance staff and makes changes as needed. Reviews and authorizes all finance staff's work for accuracy and compliance to City finance policy and procedures.

Assists Budget Analyst with annual and supplement budgets, budget-to-actual variance analyses and other financial analyses as needed.

Provides leadership to accounting staff on all accounting standards, interpretation of accounting guidelines; responsible for maintaining current knowledge on financial reporting pronouncements that would affect the City's financial reporting.

Participates on various committees, board of directors and represents the City at conferences relating to accounting and finance issues.

Prepares financial, accounting and analytical documents and reports for decision-making purposes.

Performs other Finance Department duties in the absence of other assigned personnel, or as needed. Performs related work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma, or equivalent; Graduation from an accredited four-year college or university with a degree in accounting, Finance, Business Administration and 4 - 5 years of demonstrated experience in accounting. Must demonstrate professionalism, strong organizational and communication skills and attention to detail.

This positions require successfully passing a criminal history check, including fingerprinting, as mandated by Oregon Revised Statutes.

Desirable Requirements:

Two (2) to three (3) years in governmental accounting.

CPA/CMA highly desirable

Possession of a valid Oregon drivers' license.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Finance Director who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is a supervisory position of the accounting and utility billing staff.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, automated financial system, Internet, presentation and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine, and postage machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions.

The noise level in the office environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Chris Earnest
Finance Director

June 1, 2007
Date

Sharon Harris
Human Resources Director

ADOPTED: June 1, 2007