



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: Finance Director
Finance

This is a full-time, Exempt, non-represented position; excellent benefit packet when eligible.

Duties include but are not limited to:

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City. Directs the financial planning and accounting practices of the City. Establishes and maintains relationships with the financial community, bond holders and financial institutions.

STARTING SALARY- \$6572 - \$7040 DOQ

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and eight (8) years of progressively responsible finance work. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) required.

Desirable Requirements:

Certification as a Municipal Finance Administrator (CMFA) is desirable, as is experience in governmental investments.
Experience in airport financial operations.

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.

Must successfully pass a criminal history check, including fingerprinting, as mandated by Oregon Revised Statutes.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Phone: (541) 548-8196 x324
Fax: (541)548-6379
Redmond, OR 97756
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. Review of the application materials will begin on June 06, 2008. Application materials may still be submitted after this date.

Please be aware after a minimum of two weeks, this recruitment may close without further notice.

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.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, 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: Finance Director
DEPARTMENT: Finance
FLSA STATUS: Exempt
SALARY GRADE: Grade 26
EMPLOYEE GROUP: Management / Non-Represented

PURPOSE OF POSITION:

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City. Directs the financial planning and accounting practices of the City. Establishes and maintains relationships with the financial community, bond holders and financial institutions.

ESSENTIAL JOB FUNCTIONS:

Oversees and administers the activities of the Finance Department in accordance with City goals and objectives.

Manages and supervises assigned operations to achieve goals within available resources; motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Directs preparation of financial statements, cost reports and statements of receipts and expenditures at regular intervals. Reviews and analyzes statements for compliance and accuracy.

Directs the maintenance of a central accounting system for the City in a manner consistent with established, accepted governmental accounting standards and practices to guarantee the ability to produce cost, financial and statistical data for management purposes and to meet statutory requirements

Manages the receipt and disbursement of all city monies and the investment of City funds.

Provides professional advice to City staff; makes presentations to City staff, City Council, boards, commissions, civic groups and the general public. Communicates official plans, policies and procedures to City staff, City Council and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors all revenues, expenditures and financial interests in assigned area to assure sound fiscal control. These funds include all City funds plus two (2) Urban Renewal Districts, a Public Building Fund (golf course), a Rural Fire District Fund and Airport.

Prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Reviews and approves check payments.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.

Demonstrates accuracy and thoroughness; Monitors own work product to ensure quality. Ensures that services and programs are operated, and capital improvement projects are constructed in compliance with management practices local state and federal guidelines rules and laws.

Attends professional meetings, workshops and seminars to keep current on financial issues.

Authorized as the Custodial Officer (Treasurer) of the funds of the City and represents the City in their financial investments.

Performs related duties are required.

SUPERVISION RECEIVED:

Works under the general direction of the Assistant City Manager of Employee Services who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

Directly supervises professional department staff which includes oversight and final authority for assigning and reviewing work and evaluating performance to comply with policies and procedures. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and eight (8) years of progressively responsible finance work. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) required.

Desirable Requirements:

Certification as a Municipal Finance Administrator (CMFA) is desirable, as is experience in governmental investments.

Experience in airport financial operations.

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.

Must successfully pass a criminal history check, including fingerprinting, as mandated by Oregon Revised Statutes.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of modern governmental accounting theory, principles, and practices; internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications, public finance and fiscal planning; payroll and accounts payable functions; working knowledge of budgetary, accounting and

reporting systems, municipal program budgeting, urban renewal and bond sale experience, and GAAFR, GAAP and GASB.

Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to comply with Oregon Budget Law and other applicable Oregon financial requirements; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

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, and presentation and spreadsheet programs; typewriter, calculator, telephone system, copy machine, fax machine and postage machine. This position requires use of City vehicles.

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 work 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.

Sharon Harris
**Assistant City Manager
Of Employee Services**

**Adopted: February 9, 1998
Revised: July 1, 2000
June 2008**