

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	<b>Finance Director</b>		
Department:	<b>Administration</b>		
Location:	<b>Central Point, OR</b>		
Reports to:	<b>Executive Director</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>4/3/2023</b>	Classification:	<b>21</b>
Direct Reports:	Type of position:	Hours: <b>40 hours / week</b>	
<b>Senior Accountant, Accounting Technician, Payroll Specialist</b>	<b>Full-time</b>	<b>Exempt</b>	
	Limited Duration	Part-time	Non-exempt
	Intern	On-Call	

## GENERAL DESCRIPTION

Plan, organize, and direct all aspects of financial services for the organization, including finance staff supervision, training, and development. Develop, monitor, and evaluate all financial processes and procedures to ensure the highest level of effectiveness, accuracy, and efficiency. Prepare, manage, and monitor the organization's budget and public budget process. Prepare organizational and departmental financial reports and manage annual audit process. Monitor revenues and expenditures to ensure financial viability and longevity of the organization.

## ESSENTIAL JOB FUNCTIONS

1. Plans, organizes, and directs the finance department and financial and payroll services for the organization, including finance staff supervision, training, and development.
2. Develops, implements, monitors, and evaluates all financial policies, procedures, and internal control functions to ensure the highest levels of effectiveness, accuracy, efficiency, and compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements and pronouncements, and all applicable state and federal laws and regulations. Manages the provision of financial services to member jurisdictions.
3. Prepares, manages, and monitors the organization's budget and annual budget process following Oregon Revised Statutes applicable to councils of governments, including preparation of the organization's cost allocation plan and facilitation of the budget committee.
4. Monitors revenues, expenditures, and cash flow for all funds and departments to ensure financial viability and longevity of the organization.
5. Manages the preparation of departmental and organizational financial reports, prepares the Annual Combined Financial Report (ACFR), and manages external audits
6. Manages accounts receivable, accounts payable, and full-cycle payroll processing, including quarterly and annual payroll tax reporting and W-2 processing.
7. Reviews organization contracts and grants for compliance with internal policies and federal and state laws and regulations. Provides oversight and financial administration of procurement in accordance with Oregon Public Contracting Laws.
8. Manages financial activities and reporting requirements for the Southern Oregon Center for Community Partnerships (SOCCP), a 501(c)(3) non-profit corporation staffed by organization personnel.
9. Provides consultation and technical assistance to management and members of staff on organizational and departmental financial management; prepares information and reports to provide data needed for decision-making and planning.
10. Manages general liability, property, and auto insurance policies, claims, and annual renewals.
11. Assesses impacts of new laws and/or court rulings as applicable to organizational financial processes and policies.
12. Coordinates changes in existing operations and procedures with management team; monitors effectiveness and makes appropriate adjustments.
13. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing and maintaining contact with peer networks, and participating in professional societies; ensures training and skill development is provided to department staff as appropriate.
14. Participates as an active and engaged member of the organization's collaborative management team.

## AUXILIARY JOB FUNCTIONS

1. Other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

Provides supervision of department staff.

## SUPERVISION RECEIVED

Receives supervision from the Executive Director.

## RELATIONSHIP TO OTHERS

Maintains frequent contact with management team and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.

## ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

## QUALIFICATION REQUIREMENTS

### EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's degree with coursework in finance/accounting, public administration, business administration, or related field.
2. Experience: A minimum of five (5) years of progressively responsible experience in financial management; experience in local government administration desired but not required.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

### SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

1. Regulatory requirements, principles, and methods involved in public agency and non-profit financial management;
2. Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and best practices for financial management;
3. Oregon Public Contracting Laws, or ability to quickly learn;
4. Standard governmental auditing techniques and procedures;
5. State and Federal governmental budget law and budget preparation;
6. Governmental fund accounting, financing, and granting procedures/practices;
7. Confidentiality rules including information security and HIPAA; and
8. Business vocabulary, spelling, grammar, and usage.

#### Related skills:

1. Strong analytical and strategic thinking skills allowing for data interpretation, not just simple report generation;
2. Excellent and creative problem-solving skills focusing on effectiveness and efficiency;
3. Exceptional employee supervision and performance management;
4. Excellent planning and organizational skills;

5. Extreme attention to detail, accurate and efficient data entry, and exceptional numerical proficiency;
6. Expert spreadsheet, word processing, email, and database; advanced presentation, website, and desktop publishing software;
7. Effective communication through oral and written mediums; and
8. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Model and promote management behavior in support of servant leadership;
2. Apply rules, regulations, and policies to a wide variety of financial situations;
3. Research and analyze problems, identify solutions, project consequences of proposed actions, and make recommendations;
4. Maintain knowledge of governmental finance rules and regulations;
5. Perform mathematical calculations and analysis rapidly and accurately;
6. Maintain complex bookkeeping and compile information and statistics for clear and concise management reports;
7. Prepare, analyze, and interpret financial reports and data, identify errors and make appropriate corrections in the accounting system;
8. Establish and maintain effective working relationships with staff and other governmental and community agencies;
9. Cope with stressful deadlines and perform multiple tasks simultaneously;
10. Work independently within assigned area of responsibility;
11. Create and maintain complex files and other recordkeeping systems; and
12. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

**PHYSICAL DEMANDS**

(1) Mobility: frequent sitting for prolonged periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

**WORK ENVIRONMENT**

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

**ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Ann Marie Alfrey** Date: 4/3/2023 **Executive Director**

REVIEWED BY: \_\_\_\_\_ Date: \_\_\_\_\_

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