



# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Finance Director

### Job Announcement

#### ABOUT THE POSITION

The Finance Director will plan, organize, and direct all aspects of financial services for the organization, including finance staff supervision, training, and development. This position will also 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 the annual audit process; and monitor revenues and expenditures to ensure the financial viability and longevity of the organization.

#### THE PERSON

The ideal candidate is a proactive self-starter who thrives in a fast-paced environment, is passionate about numbers, spreadsheets, and data analysis, and excels in a collaborative team environment. Knowledge of Generally Accepted Accounting Principles and best practices for financial management and payroll processing is required; knowledge of Governmental Accounting Standards Board requirements and pronouncements is strongly desired but not required. Strong analytical, strategic thinking, and creative problem-solving skills along with an ability to focus on the details without losing sight of the big picture are required to support organizational effectiveness and efficiency. The successful candidate will possess or be able to quickly learn Oregon public budget and contracting rules and requirements. This position requires a commitment to personal and professional integrity and the ability to model and promote management behavior in support of a servant leadership style.

#### SALARY

Employees will be placed in the salary range based on experience and qualifications. Employees are eligible for a step increase after successfully completing a six-month trial service period and annual step increases thereafter.

**Annual Salary:** \$69,999 - \$91,745

**Starting Salary:** Depends on qualifications

**Terms:** Full-time - 40 hours per week / Exempt with benefits

#### DESIRABLE QUALIFICATIONS

To be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

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



## **SPECIAL REQUIREMENTS**

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

## **APPLICATION PROCESS**

These positions will remain open until filled; the positions will be filled as suitable candidates are identified. It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description.

For application instructions, please visit "How Do I > Apply for a Job" at [www.rvcog.org](http://www.rvcog.org). A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.*

## **BENEFITS OF EMPLOYMENT**

Upon hire or first of the month following the date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance - Employee contribution is less than \$40 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month trial service period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contributions of \$125 per month
- Employer-paid Life and Long-Term Disability insurance
- Optional 457(b) retirement plan deductions (Roth or traditional)

Special eligibility periods

- Employer-paid Mercy Flights memberships
- Optional supplemental insurance such as short-term disability, critical illness, and more

## **WORKPLACE ACCOMMODATIONS NOTICE**

*Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.*

**RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT**

