



City of Talent

Finance Director Job Announcement

Great opportunity to use and grow your public finance skills and join the leadership team at the City of Talent!

The City of Talent provides police services, water distribution, storm-water collection, community development, street utilities, and parks functions. Our budget is managed on a cash basis. The Finance Department includes the Finance Director, Assistant Finance Director, billing clerk, and receptionist. Our current major projects include the installation of Advanced Metering Infrastructure (AMI) throughout the City and restoration of the Historic Town Hall. The City of Talent manages multiple properties including the former train depot building and the Talent Community Center.

THE POSITION

The Finance Department Director is a high-level management position. Incumbents are responsible for accounting for and directing a City department including its personnel, budget, and resources. Responsibilities include making recommendations to the City Council and City Manager; developing and implementing policy initiatives; setting the tone, climate, vision, and strategic plan for the department; and ensuring compliance with state, federal and local laws, rules, and ordinances, as well as City policies and procedures.

Under the general direction of the City Manager, department directors are responsible for the overall management and supervision of department operations and development of the department budget, priorities, and work schedules; planning and directing long range and daily operations; establishing and conducting liaison with community groups, boards and commissions; making professional recommendations to City Council; and providing the highest level of analysis and recommendation.

MINIMUM QUALIFICATIONS

- ✓ Bachelor's degree in finance, accounting, business management, or a related field.
- ✓ Minimum five years of progressively responsible government finance experience, including at least 3 years at a management level with budget and supervisory responsibilities.
- ✓ OR- Any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the above-described duties will be considered.

PREFERRED QUALIFICATIONS

- ✓ A Master's degree in business administration, public administration, management, finance, or related field; Certified Public Accountant; and Oregon municipal finance experience are desirable.

SPECIAL REQUIREMENTS

- ✓ Pass Criminal History Background Check.
- ✓ City will conduct a credit history check.

TYPICAL DUTIES

The following list is not meant to be all-inclusive.

Department specific:

- Prepares a budget document that details all City expenditures and revenues in accordance with generally accepted governmental accounting practices. In conjunction with City Manager, presents final budget document to budget committee and City Council for approval.
- Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and City finance policies, and in sufficient detail to produce adequate revenue, expenditure, and statistical data for management purposes and to meet statutory requirements.
- Monitors departmental expenditures for the purpose of advising departments and City Manager of budget status, and insuring conformance with budget provisions and maximum expenditure amounts.
- Maintains City's investment portfolio, makes investments of idle funds, reconciles all bank statements and accounting records monthly, and prepares information necessary for periodic audits.
- Ensures annual financial audit is conducted; assists and confers with independent auditor(s) as necessary.
- Oversees the preparation of City's payroll, accounts payable, and accounts receivable functions, including preparation and processing, monthly reports, and associated deposits.
- Oversees utility billing and all fee collections to ensure compliance with adopted City policies and procedures.
- Prepares necessary documents for approval, advertisement, printing, and sale of warrants to finance the construction, and bonds to provide long-term financing of public improvements for the City; signs and delivers bonds when sold and receives monies; provides the necessary documents for the acceptance of the bonds.
- Provides for preservation, retention, and destruction of city finance records in accordance with state and federal laws and City policy.
- Disseminates financial notices and information to departments, financial institutions, and state, federal, and private agencies as required.

General duties:

- Develops and directs the implementation of policy and operational goals through department divisions and programs in response to service demands, and consistent with performance standards.
- Supervises department staff including coordinating and directing work flow, making work assignments, assessing needs for and ensuring implementation of adequate staff training and development, making disciplinary decisions and taking appropriate disciplinary action; makes recommendations to the City Manager on hiring, firing, promotion and demotion of staff; evaluates work performance and progress of division managers and personnel; responds to grievances; initiates and oversees internal investigations of citizen complaints and allegations of employee misconduct.
- Directs the preparation and implementation of the department's annual operating and capital budget consistent with program goals and objectives; responds to requests from City Manager and Budget Committee members and other departments regarding the department budget request, and in the preparation of annual comprehensive financial statements.
- Ensures compliance with all state, federal, and local laws, department rules, and City policies and procedures; monitors and enforces safety rules established for assigned work areas.
- Establishes annual department goals including ongoing confirmation and/or recommended updates to strategic direction and provides periodic reports of the status of progress towards goals.

- Sets and attains professional development goals; maintains proficiency in area of responsibility; stays current on area of expertise; always demonstrates unquestionable integrity, serving as a role model for appropriate public service ethics and effective leadership.
- Prepares and presents written and oral reports to the City Manager, City Council, boards, commissions, other government agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information; advise the City Manager and City Council on department-specific issues.
- Serves as a member of the City's executive leadership team; participates in recurring and special meetings and workshops including internal staff meetings, City Council meetings, Council workshops and study sessions, commission and committee meetings, and department staff meetings. Coordinates activities of the department with other departments, other public agencies, and various community groups.
- Represents the City at community and/or inter-agency meetings and functions, as appropriate; establish and maintain effective relationships with peers in other agencies and organizations, city departments, citizens, the business community, special interest groups, and the general public.
- Recommends programs and techniques to improve the effectiveness of the City and its services.
- Provides assistance to the City Manager, as directed and needed.
- Contributes to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Demonstrates regular, reliable, and punctual attendance during City Hall hours.
- Ability to accept direction and constructive criticism from City Manager and City Council.
- Follow all safety rules and procedures for work areas.
- Perform other responsibilities and other duties as assigned.

SALARY

The successful candidate will be placed in the salary range based on experience and qualifications.

Starting Salary: \$100,000-\$125,000 DOE/DOQ

Terms: Full time, 40 hrs/wk, Exempt

APPLICATION PROCESS

To apply, please email a **cover letter describing how your experience prepares you to succeed in this role, a current resume, and a completed Employment Application to HumanResources@RVCOG.org**

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified. Initial review of applications will take place on June 16, 2025.

WORKPLACE ACCOMMODATIONS NOTICE

The City of Talent 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.