



City of Madras, 71 S.E. D Street, Madras, OR 97741

CITY OF MADRAS Finance Director

Equal Opportunity Employer

The City of Madras, Oregon is seeking a talented and highly motivated individual to serve as its next Finance Director. After 23 years of service to the City the current Finance Director has retired. Madras is a dynamic, growing community. The City has 36 employees, an \$18 million annual budget and is financially stable. The Finance Director is a key member of the City's management team. The Finance Director plans, organizes and supervises the duties of the Finance Department to ensure accurate and timely accounting reports, prompt processing and payment of invoices and issuance of statements for accounts receivable; ensures proper utilization and accounting for general and special funding; facilitates development of the annual budget and provides financial reporting to the City's Urban Renewal District. This is a supervisory management position, accountable for the efficient and effective operations of the City's accounting function. This position also serves as the Human Resource and Risk Management Officer.

The ideal candidate will have a Master in Public Finance or similar field, be experienced with Oregon budget laws including completing and advertising local budget documents, and possess at least five years of governmental accounting experience.

Monthly salary range \$5,112 - \$7,084 DOQ. Excellent benefit package including fully paid PERS.

For application packet, contact Madras City Hall 71 SE D Street Madras OR 97741 541-475-2344 or go to www.ci.madras.or.us. Send completed city application form, letter of interest and resume to "Finance Director Recruitment", City of Madras, 71 SE D Street, Madras OR 97741. Closing date: March 1, 2010 (4 p.m.).

City of Madras

Position Description

Position: Finance Director	Position Number:
Department:	FLSA: Exempt
Reports to:	Salary Grade:

Summary

Plans, organizes and supervises the duties of the Finance Department to insure accurate and timely accounting reports, prompt processing and payment of invoices and issuance of statements for accounts receivable. Ensures proper utilization and accounting for general and special funding. Facilitates development of the annual budget.

Distinguishing Characteristics

This is a supervisory management position, accountable for the efficient and effective operations of the City's accounting function. Advancement to this position requires compliance with the qualifications of the position and a demonstrated ability to produce financial reports and develop accounting controls.

Essential Duties and Responsibilities

- Plans, organizes and supervises the work of the Accounting office including budget control records, receipt and disbursement of funds, financial performance statements including general ledger, and other fiscal activities.
- Develops accounting controls governing all financial activity. Ensures separation of activities, access to and accounting of assets, and proper execution of transactions.
- Audits financial data and documents to assure accuracy, completeness and compliance with policies and procedures and applicable government regulations. Recommends change to policies and procedures that improve internal controls.
- Ensures proper closing of the general ledger for year-end financial reporting. This includes all special funding, current accounting expenditures, deferred revenue balances, and employee-based accounts. Assists with the coordination of annual audit report with independent auditors. Coordinates documents, answer questions, prepare requested reports.
- Develops, analyzes, and prepares a variety of reports for management and outside agencies. Ensures compliance with accounting and legal requirements.
- Facilitates the budget development process. Researches and gathers information about revenues, projected overhead, and details for expenditures within various funds. Works with departments to develop and critique budget proposals. Implements the approved budget and integrates it into the financial systems.
- Serves as a resource for questions regarding budgets, accounts and related information. Provide technical expertise and direction regarding accounting issues and discrepancies.
- Review financial record-keeping procedures, techniques and methods. Recommend and implement new or improved procedures and techniques, assuring efficiency and compliance with policies and applicable government regulations. Trains staff to perform transactions according to requirements.

- Monitors and analyzes the utilization of funds, including those from general, grant, capital, and special sources.
- Recruits, trains, and supervises clerical accounting staff. Ensures that staff members are properly trained and prepare and record accurate and timely accounting transactions and entries.
- Perform a variety of accounting transactions including accounts payable, accounts receivable, general ledger or other areas as required.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires specialized professional-level knowledge of the theory, principles, and practices of accounting and record keeping. Requires in-depth knowledge of the generally accepted accounting practices and procedures for governmental entities. Requires thorough knowledge of data processing systems that apply to accounting applications such as databases, data transmission, and spreadsheet applications. Must know and understand modern practices and principles of supervision and leadership. Requires well-developed human relations skills, sufficient to communicate technical concepts to others, to facilitate small group processes on technical matters, review employee performance, resolve conflict, and deal with organizations and individuals inside and outside of the District. Requires skill in writing professional communications and reports. Requires advanced math skills to perform accounting and statistical analysis.

▪ **Abilities**

Requires the ability to carry out all aspects of the position. Must be able to prepare clear, complete, and concise financial records, analyze accounting data and prepare financial statements. Requires the ability to conduct technical research and complete complex mathematical and statistical computations. Must be able to prepare professional written reports. Must be able to supervise and lead staff in a manner that encourages high morale and efficiency. Requires the ability to produce complete financial statements.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to use common office equipment and retrieve documents. Requires hand-eye-arm coordination to use a computer keyboard and 10-key at an advanced rate. Requires visual acuity to recognize letters and numbers. Requires auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

The position requires a Bachelors Degree in Accounting, Business Administration, or the equivalent specialty, and 4 years of experience in accounting, two of which must involve leadership over transactions and production of financial statements. A CPA certificate is highly desired. Additional education may substitute for some experience.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Schools attended after high school or special training received:

NAME & LOCATION OF SCHOOL OR TRAINING FACILITY

From (Month/Year) _____ To (Month/Year) _____; Full Time; Part Time

Major _____ Minor _____ No. of Credits Received _____

FIELDS OF STUDY OR TITLES OF SPECIAL COURSES

CERTIFICATES, DEGREES, ETC. EARNED

NAME & LOCATION OF SCHOOL OR TRAINING FACILITY

From (Month/Year) _____ To (Month/Year) _____; Full Time; Part Time

Major _____ Minor _____ No. of Credits Received _____

FIELDS OF STUDY OR TITLES OF SPECIAL COURSES

CERTIFICATES, DEGREES, ETC. EARNED

NAME & LOCATION OF SCHOOL OR TRAINING FACILITY

From (Month/Year) _____ To (Month/Year) _____; Full Time; Part Time

Major _____ Minor _____ No. of Credits Received _____

FIELDS OF STUDY OR TITLES OF SPECIAL COURSES

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NAME & LOCATION OF SCHOOL OR TRAINING FACILITY

From (Month/Year) _____ To (Month/Year) _____; Full Time; Part Time

Major _____ Minor _____ No. of Credits Received _____

FIELDS OF STUDY OR TITLES OF SPECIAL COURSES

CERTIFICATES, DEGREES, ETC. EARNED

8. List any special training, licenses, certificates, machine skills, office equipment, languages, or other special skills you may have that are pertinent to the position for which you are applying.

9. Have you ever been convicted of a felony by either a civilian or military authority — Yes; No. If yes, explain fully — Conviction does not necessarily disqualify you from employment (exclude minor traffic violations).

10. Have you ever been discharged from employment — Yes; No. If yes, explain fully:

11. **HEALTH** — To insure that you are not placed in a position which might be a hazard to you or to others, a physical examination prior to appointment to a position may be required. Final appointment for those specific positions will be contingent upon the physical examination.

12. **EMPLOYMENT HISTORY** — Beginning with your present or most recent job, describe your work experience during the past 10 (ten) years. In addition, list any other prior experience related to the duties of the position for which you are applying. Also include all non-paid or volunteer work. Continue on separate sheet if necessary. *Fill in the following in detail:*

NAME OF PRESENT OR LAST EMPLOYER

ADDRESS

Job Title _____ Supervisor's Name & Title _____

From (Month/Year) _____ To (Month/Year) _____ Full Time; Part Time (Hours Per Week _____)

Start Salary _____ Last Salary _____ If you still work here may we contact this employer — Yes; No

Specific Duties _____

Reason for Leaving _____

NAME OF EMPLOYER

ADDRESS

Job Title _____ Supervisor's Name & Title _____

From (Month/Year) _____ To (Month/Year) _____ Full Time; Part Time (Hours Per Week _____)

Start Salary _____ Last Salary _____ If you still work here may we contact this employer — Yes; No

Specific Duties _____

Reason for Leaving _____

NAME OF EMPLOYER

ADDRESS

Job Title _____ Supervisor's Name & Title _____

From (Month/Year) _____ To (Month/Year) _____ Full Time; Part Time (Hours Per Week _____)

Start Salary _____ Last Salary _____ If you still work here may we contact this employer — Yes; No

Specific Duties _____

Reason for Leaving _____

NAME OF EMPLOYER

ADDRESS

Job Title _____ Supervisor's Name & Title _____

From (Month/Year) _____ To (Month/Year) _____ Full Time; Part Time (Hours Per Week _____)

Start Salary _____ Last Salary _____ If you still work here may we contact this employer — Yes; No

Specific Duties _____

Reason for Leaving _____

AUTHORIZATION TO CHECK WORK HISTORY AND RELEASE OF PRIOR EMPLOYERS

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize the City of Madras, Oregon to make any necessary inquiries or investigations to verify or supplement the information contained herein. I also specifically authorize any past employer or other person with knowledge of my work history to release to the City of Madras information about my work history upon request.

APPLICANT'S SIGNATURE

DATE