



## CITY OF WILLAMINA Classification Description

<b>Job Title:</b>	<b>Finance &amp; Human Resources Manager</b>
<b>Salary Range:</b>	<b>\$58,000 – \$68,000 per year</b>
<b>Department:</b>	<b>City Hall</b>
<b>Reports to:</b>	<b>City Manager</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Remote Work:</b>	<b>Available for portion of work upon approval.</b>
<b>Union Status:</b>	<b>Not represented</b>

**SUMMARY:** Serves as a member of the City Management team. Provides clear consistent and timely financial information to the City Manager, City Council, and Budget Committee so that they may make informed business decisions. Has direct input into City policies and procedures and advises City Management on related issues.

**SUPERVISION:** Receives direct supervision from the City Manager. Responsible for supervising all fiscal operations within the City. This position has frequent contact with staff, members of other government entities and elected officials; communications are often complex and may be confidential in nature.

**WORKING HOURS:** Scheduled Monday through Friday. Position may be part- or full-time, TBD. Additional participation in after-hours work-related meetings or activities may be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned.

- ❖ Provides leadership and direction in the development of the City’s short- and long-range financial plans. Initiates financial studies and plans to ensure the financial condition and wellbeing of the City. Responsible for cost-of-service studies for utility rate considerations.
- ❖ Oversees the investment of City funds; monitors debt structure and assists in acquiring new debt. Oversees and tracks the financial reporting of the Capital Project accounts. Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- ❖ Responsible for managing City retirement accounts (PERS and Principal), projecting employee benefit cost changes and budgeting accordingly. Coordinates with the Legal Department and Human Resources Department on property/casualty/liability/ and workers compensation insurance issues.

- ❖ Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained; oversees the posting and reconciliation of ledgers and accounts.
- ❖ Prepares monthly and quarterly financial information for management and Council. Reports regularly to the City Manager. Attends City Council, Finance Committee, and Public Works meetings, as needed.
- ❖ Prepares the City financial statements for financial audit consistent with General Acceptable Accounting Principals (GAAP) and Governmental Accounting Standards Board (GASB).
- ❖ 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.
- ❖ Reviews monthly utility billing and oversees grant administration.
- ❖ Maintains relationships on behalf of the City with CPA, Auditor, financial service providers, vendors, and other professionals.
- ❖ Provides guidance in union bargaining negotiations, providing payroll, benefits, and tax analysis
- ❖ Posts general journal entries, reconciles bank statements, and monitors delinquent accounts for collection.
- ❖ Oversees Human Resources including processing payroll and managing employee benefits.
- ❖ Extensively operates a personal computer requiring proficiency in a variety of software programs including word processing, spreadsheet, and database programs.

## QUALIFICATIONS

**EDUCATION and/or EXPERIENCE:** Expertise in Accounting and Finance with 8 years of demonstrated experience. Expertise in fund accounting or governmental accounting is desirable. Must demonstrate professionalism, strong organizational and communication skills and attention to detail. A degree in accounting may substitute for experience.

**KNOWLEDGE, SKILLS & ABILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires advanced knowledge of modern government accounting, public finance and fiscal planning principles and practices.

- ❖ **Customer Service:** Expected to be courteous and cooperative with all staff, volunteers, patrons, contractors, community members and elected officials at all times.

- ❖ **Language Skills:** Ability to read and interpret written information. Ability to write clearly and informatively and edit work for spelling and grammar. Ability to speak effectively before groups of customers or employees of an organization.
- ❖ **Mathematical Skills:** Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- ❖ **Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook). Ability to navigate the Internet.
- ❖ **Other Skills and Abilities:** Ability to work independently and make informed decisions. Assignments may be general in nature requiring the ability to independently plan and prioritize work processes. Thorough knowledge of standard office procedures. Ability to operate standard office equipment including personal computer, calculator, multi-line telephones, etc. Demonstrated ability to use tact and diplomacy when dealing with the public and elected officials. Ability to establish, maintain and foster positive working relationships with all City departments, co-workers, public officials, community members, and other contacts. Ability to maintain the highest level of confidentiality at all times.

**LICENSING AND OTHER REQUIREMENTS:** Must pass a criminal history background check and credit history check. This position may require fingerprinting as required by Oregon Revised Statutes.

The position requires the use of a personal or City vehicle for City and Library business. Individuals must be physically capable of operating the vehicle safely, possess a valid Oregon Driver's license (or be able to secure one within one (1) month of the hire date) and have an acceptable driving record. Additional trainings, licenses, or certificates may be added.

**PHYSICAL DEMANDS & 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 functions.

Work is performed in an indoor office setting, from within a vehicle, and outdoors in all weather conditions. On occasion, inspection work may be performed in unsanitary and unpleasant environments. On rare occasions, may be required to work long hours in emergency situations.

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and other activities using a computer keyboard.

The position requires near and far vision in reading correspondence, data and using the computer. Acute hearing is required when providing customer service. The need to lift, drag, and push files, materials boxes, paper and documents weighing up to forty [40] pounds is also required.

The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the

position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EEO STATEMENT:** The City of Willamina embraces diversity and are committed to creating an inclusive environment for all employees. The City of Willamina is an equal opportunity employer and does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or related condition (including breastfeeding), or any other basis protected by law.