



Finance Director/Treasurer  
**Class code:** 01102  
**Employee Group:** Management/Confidential  
**FLSA:** Exempt  
**Salary Band:** 19

---

### I. Position Summary

Plans, organizes, and directs the County's finance department including general accounting, payroll, taxation, treasury and property management. Serves as accountant to the Fair Board providing accounting control and support.

### II. Supervision Exercised

Acts as a supervisor to various classifications.

### III. Examples of Essential Position Duties

- Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Provides managerial leadership and selects, supervises, and evaluates staff. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other confidential personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands.
- Implements, modifies, monitors, and maintains financial control of treasury, general accounting, procurement, payroll, County-wide tax collections, and expenditure and revenue controls.
- Provide technical support to finance staff and County administrative office including the interpretation and application of Generally Accepted Accounting Principle, developing recommendations regarding capital financing alternatives, and the interpretation of legislated changes as they affect tax collection, financial reporting, procurement practices, treasury and capital financing.
- Receives deposits from all departments, disburses property taxes and other revenues as required. Develops the County's investment policy in accordance with state guidelines and statutes, and County goals; determines investments based on a variety of organizational needs and economic conditions.
- Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of cash management, debt service, investment activities and other finance functions in compliance with County standards and federal, state, and local laws.
- Prepares the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
- Provides planning leadership and direction and develops short and long-range plans, goals, and objectives for finance functions. As a key player in the development of the organization's long-term financial plan, works to alignment financial capacity with the organization's strategic and capital plans. Remains current on developments in the field. Coordinates department services with other departments, governmental agencies, and the County's strategic plan.
- Analyzes and recommends improvements to financial services provided to the County.
- Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.
- Directs the resolution of inquiries, complaints, or problems, or emergencies affecting the availability

or quality of services. Responds to the most sensitive or complex inquiries or service complaints.

- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

#### **IV. Knowledge, Skills and Abilities**

- In depth knowledge of professional treasury management and accounting principles, theories, concepts, practices, and terminology.
- Understanding of property tax systems in general, and the economic, political and social issues of property tax assessment and collections.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of payroll, auditing, budgeting, and procurement systems and procedures.
- Knowledge of principles and practices of governmental fiscal management, including departmental budget preparation, expenditure control, and record keeping.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop departmental goals and objectives in compliance and support of the organization's long-term strategic, financial and capital plans.
- Ability to analyze and evaluate operations and develop and implement corrective action as needed to meet current goals or to respond to changing organizational needs.
- Ability to develop and maintain effective working relationships with staff, other departments, public officials, the general public, other local governments, state agencies, private providers of service to the County, and other associations and businesses with which the County may interact.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

#### **Education and Experience**

- Bachelor's degree in accounting, finance, or a related field; Master's Degree, CPFO designation, and/or CPA preferred AND seven years executive, professional level experience in governmental accounting; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

#### **Licenses, Certificates and Other**

Valid Oregon State Driver's License with an acceptable driving record.

**Physical Demands** (Performance of the essential duties of this position includes the following physical demands and/or working conditions)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Requires driving and travel.

**Working Environments**

Work is performed in an office environment and may include exposure to disruptive people.

**VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, 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, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 7/18