

Finance Director

GENERAL STATEMENT OF DUTIES

The Finance Director and Budget Officer position has oversight of the accounting and budget functions of the City of Tangent. Responsibilities include accounting, administrative duties, and shared responsibility for actions requiring the exercise of judgment in making decisions in accordance with City Ordinances, policies and practices, and maintaining functions of the City office in the absence of the City Manager.

SUPERVISION RECEIVED

The Finance Director works under the direction and supervision of the City Manager and the City Council.

JOB DUTIES AND OBJECTIVES:

1. Serves as Budget Officer (as described by ORS 294.331). Prepares the annual City budget and budget message for presentation to the Budget Committee, which consists of equal members of the City Council and citizens.
2. Maintains and sets up all financial records by using Fund Accounting principles.
3. Maintains and sets up all utility account documentation necessary to effectively operate the utility billing system within the Fund Accounting Software. Prepares sewer, parks, and drainage billings. Coordinates customer complaints and questions pertaining to the utility billing system. Prepares utility delinquent notices and performs collection of utility bills.
4. Maintains accounting software and is responsible for data entry.
5. Responsible for all accounting functions and preparation of financial reports including the CAFR reports. Reviews financial statements and analyzes the status of the budget on a monthly basis.
6. Prepares checks and supporting documentation for signature by the City Manager and the Mayor and/or Council President. Distributes checks to vendors and customers.
7. Prepares payroll checks and supporting documentation of signature by the City Manager and the Mayor and/or Council President. Distributes checks to employees. Prepares the Quarterly Reports for Federal and State governments as well as end-of-year W-2's and 1099's.
8. Coordinates work in conjunction with the City's contracted audit firm.
9. Maintains all financial records in compliance with state records retention laws.
10. Accounts for all Grant receipts and files fiscal reports as needed.
11. Performs basic computer operations.

12. Has a general knowledge of planning and zoning information.
13. Processes building permits and land use applications in consultation with City Manager and City Planner, as needed.
14. Assists the City Manager with the normal functions of the City, including preparing reports, memorandum, and other general correspondence on behalf of the City.
15. Prepares the newsletter on a regular basis and prepares the mailing of same.
16. Performs the duties of receptionist by answering the telephone and assisting the public at the front desk, directing and/or answering questions.
17. Files and/or scans all paperwork.
18. Travels to Post Office daily to pick up mail, post agendas at Post Office and City Hall, and deliver mail to post office when needed.
19. Brings policies to City Council from time to time to maintain compliance with state auditing requirements.
20. Maintains professional development through formal and informal training and membership in professional organization.
21. Other duties as assigned.

REQUIRED EXPERIENCE AND TRAINING

Must be able to work effectively with limited supervision and meet required timelines. Must have knowledge of AccuFund Accounting system or comparable accounting system. Must understand and be able to apply basic Fund accounting principles, GAAP, and internal controls, with a minimum of two years' experience. Must possess a thorough knowledge of business English, spelling, and grammar, and have good communication skills. Must have the ability to work on multiple projects simultaneously. Must have the ability to use tact, discretion, and courtesy in all communications, verbal and written.

Must be proficient with Microsoft Office and have good data entry skills. Must be familiar with general office and secretarial practices and procedures, record keeping, filing, financial reporting, and use of a 10-key calculator. Must be able to attend evening meetings in the absence of the City Manager. Must have reliable transportation.

DESIRABLE KNOWLEDGE, SKILL, AND ABILITY.

An associate's degree in accounting, business, or related discipline is desired.

PHYSICAL DEMANDS OF POSITION:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear and manipulate objects. The position requires mobility including the ability to frequently lift of more materials up to 5 pounds and rarely move material over 25 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating office equipment such as computers, keyboards, 10-key, telephones and other standard office equipment. This position requires both verbal and written communication abilities. Occasional driving is required to pick up mail and other miscellaneous errands.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.