



**Tangent, Oregon**

**FINANCE DIRECTOR**

**\$46,633 - \$57,532**

**FLEXABLE WORK SCHEDULE**

**TELEWORK OFFER**

**TRAVEL OPPORTUNITIES**

**EXCELLENT WORK-LIFE BALANCE**

**CONTINUING EDUCATION OPPORTUNITIES**

**Date of First Review**

**DECEMBER 2, 2022**

## Tangent's Endless Stories



Tangent is perfectly located in the center of the Willamette Valley. Forty minutes between Salem, the State of Oregon Capitol, and Eugene. The City of Tangent location has gained the attention of major corporations like Amazon, Agility Robotics, Barenbrug, SteelFab, and offers small city hospitality.

Between Corvallis and Lebanon, minutes away from Albany, Brownsville, and Halsey. We are minutes away and offer the perfect opportunity for candidates that qualify to serve as the City of Tangent's second Finance Director in city history.

### Meet Current Finance Director Beverly Manfredo



Beverly was appointed the first City Finance Director in 2008 and accomplished a lot in her distinguished career. The City of Tangent has had clean audits for the past 13 years, and the City is in great financial shape.

Bev has decided to retire to spend more time in her garden, traveling, and family time!

Bev will be working with the selected candidate to ensure a smooth transition.

## The City of Tangent

Established on July 23, 1973, the City of Tangent is a home rule city with a population of 1,231 as of the 2020 U.S. Census.



The City is a Manager Form Government, with an appointed City Manager, an elected Mayor, and four elected City Council members.

We also have a volunteer Planning Commission and contracted the following positions:

- City Attorney
- City Code Compliance Officer
- City Engineer
- City Planner
- Public Works

The City operates on Franchise Fee Taxes, State Revenue Sharing, and our Public Septic Sewer System is an Enterprise Fund that is self-sustaining financially.

The City sees renewed interest in community events such as the Tangent Harvest Festival, Food Truck Day, and more events in the future, adding to our endless stories of success!

## The Position

The Finance Director leads the City's finances to manage accounting, financial reporting, banking, utility billing, payroll, accounts payable, accounts receivable, cash receipting, collections, debt service, permit payments, and other financial functions.



The position will manage the City's annual budget of approximately \$5,000,000 and participate in City Council and

Budget meetings.

In addition, the Finance Director will also:

- Prepare monthly and annual fiscal reports.
- Oversee the annual audit for the City.
- Develop and maintain internal controls.
- Maintain City lien records.
- Responsible for cash management.
- Inform City Manager to transfer funds between City accounts.
- Oversee compliance with grants.
- Develop finance-related ordinances and resolutions.
- Apply Generally Accepted Accounting Principals.
- Fill in for City Manager at meetings when needed.

## Our Investment in You

The City of Tangent values and invests in employees for professional development and is committed to ensuring a positive work-life balance that no other city can provide.

The Finance Director's schedule is a 40-hour workweek; once you're home, you can forget about work, enjoy time with family and friends, or relax on a favorite hobby. We keep work simple for you.



We just invested over \$5,000 in the finance director's new

state-of-the-art ergonomic office space. This includes a desk that raises to work standing or to sit in the new ergonomic chair you will receive. We also offer two 15-minute breaks, the option of an hour or 30-minute lunch, and on special occasions, early release.

Plus, Telework After One Year from the hiring date, as needed for weather or sick family care.

We will also pay for your membership in the Oregon Government Finance Officers Association (OGFOA) and cover your travel to training opportunities.

Beverly was a founding member of the Small Cities Group in OGFOA.

## Opportunities & Challenge

1. The City of Tangent is experiencing new businesses moving into Tangent. You and the City Planner will communicate on new projects, payments, and permits due and learn about the role of the City Planner and Engineer.
2. Meeting Finance Directors across Oregon.
3. Define and establish financial policies and procedures.

### Ideal Candidate

An associate degree in Finance, Accounting, Business Administration, or a closely related field. Experience in government accounting, finance, and comprehensive budget development is preferred but not required.

Public or private sector experience in finance and accounting is sought. While GAAP experience is desired, we also follow GASB rules for financial reporting, which would be trained through us and OGFOA.

Substitution, three years or more in a position with accounting duties, setting up budgets, tracking budgets, and tracking expenditures.

Candidates must have or be able to obtain a valid Oregon Driver's License and work independently, with little or no supervision.

## Compensation & Benefits

- \$46,633 to \$57,532 Compensation Range
- Cost of Living Adjustment Annually based on Consumer Price Index.
- Generous general leave, sick, and holiday.
- Bereavement leave
- Dental
- Telework Available
- \$1,600 a month for health or retirement saving.
- 403B Available with AIG

### Why Tangent Is the Place to Be

We could go on a tangent on all the perks of working at Tangent. If you want a workplace with little stress and that allows you to enjoy time away for yourself, Tangent is the place.

Tangent is the place if you want a flexible employer that allows you time to work from home and adjust your schedule for family events and vacation.

Tangent is the place whether you are just out of college looking for experience or bring a vast amount of experience but want a more casual and positive workplace.

There are endless stories about the successful businesses in Tangent and why people want to move to Tangent, and you will have more stories to share about the City of Tangent.

## How to Apply

The City of Tangent is an Equal Opportunity Employer. Please submit a completed application, cover letter, resume, and a list of three references. All qualified candidates are encouraged to apply before the first reading deadline of **DECEMBER 2, 2022, before 4:00 PM Pacific Time.**

Submit all materials by e-mailing Joe Samaniego, City Manager, at [jsamaniego@cityoftangent.org](mailto:jsamaniego@cityoftangent.org) with "Finance Director Application." An e-mail confirming your application was received will be sent during City of Tangent business hours, 9:00 AM to 4:00 PM, Pacific Time.

You may schedule a 10 to 15-minute call to ask questions to the Finance Director before August 19, 2022. Questions are to be focused on the roles and responsibilities of the position, workplace, and additional questions to understand the work at hand. We will not answer questions on other applicants or advise on submitting materials for the position's recruitment.

## Hiring Process

City staff will evaluate applications and determine which one meets the minimum qualifications to advance to the interview round. Candidates will be notified and invited to interview, potentially two rounds of interviews. The selection committee will conduct interviews. Once a candidate is selected, a conditional offer of employment, pending a background check and additional steps if needed. The City Council will appoint the selected candidate that has accepted the offer and met all the conditions at a City Council meeting in September or October.

[www.CityofTangent.org](http://www.CityofTangent.org)

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