



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Finance Director
Department: Finance
FLSA Status: Exempt
WC Code: 8810
Effective Date: July 1, 2014
Last Revised: January 1, 2018
Pay Grade: D9
Union: Non-Union (Management)

SUMMARY

Plans, organizes, directs, controls and manages the financial activities of the County involving multiple, diverse departments, revenues, grants and funds. This requires strong administrative skills, the ability to interact effectively with other department administrators, effective public presentation skills, and success in developing strategies to achieve better management of available resources.

An employee in this classification is responsible for the operations of the County's Finance Department and Information Technology Program. This position serves as the County Accountant per ORS 210.100-210.230. Work is performed under the direction of a three member Board of County Commissioners. The incumbent is responsible for ensuring a unified financial picture for the County. The incumbent provides direction and management over the associated financial and fiduciary responsibilities of revenue, grant and fund accounting, fixed assets, budgeting, internal accounting controls, debt management, business analysis and reporting, and supervision of Finance Department professional and technical staff. Work reviews are based primarily on the assessment and accomplishment of established annual goals and independent audits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Confers, aids and makes recommendations to the Board of County Commissioners and all levels of County management on complex financial, accounting or auditing situations and problems.
2. Develops recommendations and implements revisions to the accounting and budget systems including internal accounting controls.
3. Serves as County Budget Officer. Compiles annual County budget from departmental proposals and ensures budget complies with generally accepted accounting principles and state requirements; attends all budget committee meetings, presents county budget overview and responds to technical questions. Supervises the preparation of the final budget for budget adoption.
4. Maintains budgetary control over all departments; analysis of department financial statements; supervises the preparation of all monthly financial, cost and statistical data and reports for county departments.

5. Plans, organizes, coordinates and directs the operation of the central accounting system in regards to expenditures in a manner consistent with established accounting principles and practices.
6. Directs timely scheduling and preparation of annual audit and financial statements.
7. Performs professional accounting, auditing or systems work of unusual difficulty and importance as circumstances and projects require.
8. Makes recommendations on financing of various proposed projects, and supervises debt management; determines the amount of funding required for debt service during each fiscal year.
9. Develops a comprehensive multi-year fixed assets and capital program budget, including well-defined asset replacement projections.
10. Responsible for the financial and fiduciary responsibilities for grant accounting and assorted county funds.
11. Trains, directs and supervises subordinate employees, including assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary actions, and making hiring and termination decision.
12. Reviews, evaluates and develops departmental policies, procedures and work methods.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities include oversight for all finance office personnel and other programs assigned by the Board of County Commissioners.

QUALIFICATIONS

Thorough knowledge of the principles and practices of governmental accounting and budgeting; state and federal regulations pertaining to accounting, and budgeting, including relevant and current GASB standards; analytical methods and techniques applicable to the study of administrative problems and processes; the application of data processing in governmental accounting; principles of supervision and personnel practices. Extensive knowledge of the structure of and underlying principles of government finance.

EDUCATION AND EXPERIENCE

A Bachelor's degree (prefer a degree in accounting, finance, or related field), at least eight years of experience in governmental accounting, including at least five years of management level experience involving public financial presentation skills, or any combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Prefer experience with local governmental financial programs comparable in size and complexity to Josephine County.

JOB IMPACT

The most common consequence of error would be a financial loss. This could include penalties and interest for non-compliance with federal and Oregon laws related to withholding and reporting. Other consequences of error could involve overpayments, budgeting inappropriately for either revenues or expenditures, or losses resulting from a breakdown of internal controls.

JOB CONTACTS

This position requires frequent contacts with other departments to provide them with technical assistance in the areas of budgeting, accounting functions, and policies. This position also deals with public members of the budget committee, suppliers, independent auditors, citizens and other governmental agencies to explain financial accounting actions taken by the County.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customer, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies, and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commission, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Extensive knowledge of the structure of and underlying principles of government finance.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and/or concrete variables.

OTHER SKILLS AND ABILITIES

Ability to establish and maintain fiscal records; plan, organize and direct the work of others to meet mandatory deadlines; interpret, explain and implement regulations pertaining to accounting and budgeting; formulate and install accounting and budgeting methods, procedures, forms and records; identify, define and analyze financial and operational problems, and make sound recommendations; establish and maintain effective working relationships with other employees including Department Heads; advise the Board of Commissioners on accounting and fiscal matters; compose clear and concise statistical and written reports; communicate effectively both verbally and in writing; make professional public presentations of financial data.

CERTIFICATES, LICENSES, REGISTRATIONS

CPA, CPFO preferred

PHYSICAL DEMANDS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

General office environment. The position is impacted by urgent time deadlines (i.e. budgets, monthly and annual reports), the need for extreme accuracy, and attention to fine detail.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:	Close Vision & Ability to adjust focus
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes	
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:	

Exposure - Environmental Factors = Standard courthouse office environment

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>