



City of Cascade Locks - Position Description

Job Title: Finance Director

Department: Administration

FLSA: Non-Exempt

Union: Non-Union

Pay Grade: G (\$77,334 – \$107,057; Starting Range \$77,334–\$82,056)

Position Summary

The Finance Director will be responsible for oversight of all aspects of municipal finance, including long-term forecasting and budgeting, debt issuance; cash flow and reconciliation; investment of City funds; expenditure and revenue monitoring; preparation of detailed, accurate and timely monthly financial reports; development of fiscal policies; accounts payable, accounts receivable, and payroll. Administers, plans and directs personnel supervision and evaluation; utility and miscellaneous billing; customer service; reception and receivables; support services to all other City departments, and related work as required. The Finance Director will provide strong leadership skills, a deep understanding of financial management principles, drive process improvements supporting the city's growth and financial sustainability.

Supervision

Work is performed under the general supervision of the City Administrator.

Exercises full supervision over Finance Department personnel, including routine and non-routine work assignments, and evaluations.

Essential Functions

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Manage and oversee the annual budgeting, forecasting, and long-range financial planning processes.
- Serves as Finance Department Manager and supervises and evaluates departmental staff.
- Assists the City Administrator with the preparation of the annual budget process.
- Responsible for month end journal entries and creating financial reports.
- Develop and maintain complex financial models to support decision-making across the organization.
- Analyze financial data to identify trends, risks, and identify opportunities for growth.
- Collaborate with cross-functional teams to ensure alignment of financial plans with strategic objectives.
- Reviews, analyzes, and presents annual financial reports.
- Assists in preparation and management of cash reserves, fixed assets and related depreciation schedules.

- Develops and maintains internal auditing policies and procedures, including primary responsibility for coordination and assistance to the City's external auditors.
- Remains informed about policies, procedures, tools, and techniques for effective municipal administration and provides advice to the City Administrator and department heads.
- Monitors programs and policies of other agencies or entities that might affect the City's financial operations and provide advice to the City Administrator and department heads including grant opportunities.
- Attends board and commission meetings as necessary.
- Oversees citywide liability, property, and workers compensation insurance.
- Performs other related duties as assigned.

Experience and Qualifications

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Bachelor's degree in Accounting, Finance, Management or a related field.

Minimum three (3) years' experience in financial functions, budgeting and financial forecasting.

Significant related experience over the required minimum of three (3) years may substitute year for year for degree.

Special Requirements/Licenses:

Must be bondable.

Knowledge of:

Knowledge of Oregon public budgeting best practices; Oregon laws regarding public meetings, public records and elections; working with elected officials; office practices, procedures and methods; business English, spelling, and punctuation.

Skills and Abilities:

Must have a high analytical thinking, ability to read and understand financial documents; ability to effectively communicate in public settings. Must be able to understand and follow oral and written instructions and adhere to prescribed departmental routines; establish and maintain harmonious working relationships with other employees and the public.

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.

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, telephones, and driving; and while moving equipment and office supplies. 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 some mobility including the ability to lift and/or move materials under 5 lbs. frequently, up to 60 lbs. rarely. This position requires both verbal and written communication abilities.

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Working Conditions

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.

While performing the duties of this position, the employee is primarily working indoors in an office environment. Occasionally subject to driving conditions. The noise level in the work environment is usually moderate and lighting is adequate. Employee may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends. Occasionally requires travel, from two to seven days in duration, for conferences and trainings.

The City of Cascade Locks provides equal opportunity in employment, activities, and its programs. It is the policy of City that there will be no discrimination or harassment in any programs, activities, or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws. EOE Employer.

SIGNATURES:

This document has been reviewed, I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name	Incumbent Signature	Date
Supervisor Name	Supervisor Signature	Date

Date Revised: October 2024

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