



CITY OF TOLEDO, OREGON

JOB RECRUITMENT - POSTING

DEPARTMENT: Administration
POSITION TITLE: Finance Director-City Treasurer
SALARY: \$5075 - \$6175/month plus excellent benefits
REPRESENTATION: Non - Represented
HOURS PER WK: Full Time, FLSA Exempt
POSTING DATE: March 26, 2018
CLOSING DATE: April 20, 2018 5:00 PM

APPLICATION PROCESS:

Please submit completed City application, resume and cover letter to:
Finance Director-City Treasurer Opportunity
City of Toledo
P.O. Box 220
206 N. Main Street
Toledo, Oregon 97391.

Applications are available at Toledo City Hall as well as on the City's website at www.cityoftoledo.org. For further information concerning the above vacancy please contact Toledo City Hall, (541) 336-2247 ext. 2020.

GENERAL STATEMENT OF DUTIES:

This is a non-represented administrative position. Provides professional financial management services and oversight for all City finances. Assures compliance with government accounting and auditing standards, Oregon budget law and rules regarding grants, contracts, and auditing requirements of the City. Provides budget preparation and ongoing financial management assistance information and analysis to City management and staff

SUPERVISION RECEIVED:

Works under the direct supervision of the City Manager.

SUPERVISION EXERCISED:

Provides direct supervision to assigned Finance Department staff.

TYPICAL EXAMPLES OF WORK:

- Maintains the Central Accounting system for the City.
- Oversees the City fiscal services in the areas of accounts receivable, payable, and payroll services.
- Supervises the preparation of financials statements, reconciliation of cash, adjustments of journal entries and modifications of accounts.

- Oversees completion of annual audit process.
- Supervises and assists with daily Municipal Court operations.
- Oversees fiscal management requirements of grants and reimbursement programs.
- Manages City investments in accordance with established budget policies and State law.
- Oversees the administration of employee benefits and ensures funds and benefits are administered properly.
- Monitors and maintains receipt/inventory of all agency capital assets and equipment.
- Assists with City insurance and risk management programs and services for all financial aspects of the City.
- Performs other work as assigned or delegated by the City Manager.

GENERAL PERFORMANCE REQUIREMENTS:

- Maintains effective working relationships with other City Departments and staff in order to promote a cooperative team spirit within the organization.
- Develops professionally through formal and informal training.
- Maintains a professional image and positive public relations.
- Works independently and uses effective time management skills.
- Observes and complies with established workplace safety rules and procedures.
- Maintains confidentiality regarding sensitive materials, information or activities.

KNOWLEDGE AND SKILL ABILITY:

Desirable knowledge, skills and ability include a thorough working knowledge of financial documents and spreadsheets, financial management software and programs, and general fiscal office management practices and procedures; file maintenance and schedule/calendar systems; and computer/electronic equipment and relevant software.

Must be able to work efficiently with limited supervision, have good comprehension and communication skills; possess attention to detail and accuracy and the ability to maintain confidentiality. Must work well under pressure and possess the ability to interact effectively with staff, elected officials, the general public and other governmental agencies.

A thorough knowledge of municipal fiscal operations, organizations, financial policies and procedures is desired.

EXPERIENCE AND TRAINING:

Bachelor's degree in Business Administration, Public Administration, Accounting, Fiscal Management or other related degree from an accredited University and five (5) years public sector financial experience including one (1) year of supervisory responsibility. Any equivalent combination of education, training and experience which demonstrates the knowledge skills and abilities to perform the duties of the job may be substituted for the required experience and training.

WORK ENVIRONMENT:

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing frequent computer work. Requires frequent evening and occasional weekend work and out of area travel for professional development and training.

NECESSARY SPECIAL QUALIFICATIONS:

Possess and maintain a valid Oregon Driver's license and a driving record acceptable to City.

The City of Toledo is an Equal Opportunity Employer and does not discriminate.