



BAKER CITY, OREGON

P.O. Box 650, Baker City, OR 97814-0650

541-523-6541 Voice/TDD

www.bakercity.com

Classification

Non-Union

FLSA Status: Exempt

Reports to

City Manager

Department: Finance

Monthly Starting Salary Range:

\$6,769 - \$7,921

Date

January 2024

BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

FINANCE DIRECTOR

JOB DESCRIPTION

Position Summary

Under Administrative direction of the City Manager, plan, direct, manage and oversee the activities and operations of the Finance Department including financial planning, payroll, budgeting, accounting and auditing, treasury, cash management, license administration, purchasing, utility billing, and managing information systems; coordinate assigned activities with the other City departments and outside agencies. Conduct the affairs of the finance department with excellent customer service as the overall goal.

Minimum Qualifications:

- Bachelor's degree in accounting, finance, or a related field;
- Four years of progressively responsible work experience in municipal accounting; or satisfactory combination of experience and training;
- Knowledge of federal and state accounting requirements;
- Possess and maintain a valid state driver's license.

Preferred Education and Experience:

- A Master's degree in accounting, finance, or related discipline, Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA) credentialing;
- Knowledge of Oregon's property tax system;
- Experience with labor unions.

Essential Functions

1. Collects, safeguards, and disburses all City funds by planning, directing and overseeing the operation and activities of the Finance Department. Ensures the efficient, timely and responsible operation of the financial management activities of the City. Ensures the activities and operations comply with fund accounting regulations of the Government Accounting Standards Board and the Oregon Revised Statutes, and the best practices as recommended by the Government Finance Officers' Association.
2. Supervises the billing and collection of water and sewer service, special assessment, and miscellaneous account charges; maintains current knowledge of City ordinances and resolutions pertaining to all fees, charges and any other fiscal related matters. Monitors revenue receipts, accounts receivables, and bank reconciliations. Determines future cash needed for disbursements and invests surplus funds.
3. Supervises the payments of City obligations. Ensures purchasing procedures are followed and that purchases comply with City objectives, budget constraints, purchasing rules and regulations, and State law. Supervises payment of employee salaries and benefits. Ensures payroll regulations are adhered to and that compensation is paid according to the personnel policies and union contracts. Participates in union negotiations.
4. Prepares monthly financial reports for the City Manager, staff and the City Council. Provides other information regarding the fiscal operation of the City as required. Conducts analysis of City financial operations and proposed operations; communicates findings and makes recommendations.
5. Maintains a general ledger in accordance with generally accepted accounting principles. Prepares month-end and year-end general ledger entries. Reconciles general ledger accounts. Prepares financial records and schedules for annual audit. Works with auditing CPA. Prepares various tables, narrative reports and financial statements for the City's annual financial report.
6. Prepares annual budget document. Coordinates input from department staff, and facilitates the discussion of priority setting. Ensures adherence with budget law including production of publications and filings. Prepares budget modifications throughout the year, as needed.
7. Oversees the department's cost accounting function ensuring that procedures are followed to develop accurate cost totals for City public works projects.

8. Accounts for the City's fixed assets. Records entries for purchases, transfers and disposals, and calculates and enters depreciation. Ensures all assets are covered by the City's property insurance.
9. Attend City Council meetings and staff committees related to the City's finances.
10. Other duties as assigned related to the efficient and effective operation of the City.

Knowledge, Skill, and Abilities

Knowledge:

Considerable Knowledge of:

- Generally accepted accounting principles and government accounting, auditing, and financial reporting principles;
- Automated accounting software systems and Microsoft Office software applications;
- Electronic payment methods and the Automated Clearing House (ACH) system; Positive Pay for check payments.
- Investment policies and procedures, assessment and bonding procedures;
- Ordinances and laws relating to municipal financial administration;
- Organizational and departmental policies and procedures;
- Purchasing methods and techniques;
- Organization of records and filing systems;
- Municipal budgeting methods, policies and procedures

Skill:

- Self-motivated / takes initiative;
- Proven knowledge of federal and state laws, codes, ordinances and regulations;
- Use of computer and knowledge of Microsoft Office programs;
- Leads by example for subordinates in performing customer service with the public;
- Collaborates effectively with other departments

Ability to:

- Communicate effectively in oral and written forms with the public and employees;
- Work with public, co-workers, subordinates and City administrators;
- Analyze financial information and apply to local situations, conditions;
- Develop sound work practices in regard to scheduling, budgeting; and plan own work schedule and those of subordinates in order to meet workflow demands in timely and efficient manner;
- Work under pressure;
- Prepare concise, accurate and comprehensive reports and correspondence as needed or requested;
- Perform tasks with little or no supervision;

- Administer City ordinances and resolutions effectively for the good financial management of the City;
- Analyze and understand technical information and reports and apply to departmental operations.

Supervisory Responsibility

- Assigns clerical and accounting tasks to support staff members; reviews work performed for conformance to departmental policies and procedures.
- Supervise, train, and evaluate staff, and participate in the hiring, discipline and termination of finance department personnel.

Supervision Received

Works under the direct supervision of the City Manager.

Work Environment

Work is performed mostly in an office setting and is generally sedentary. Travel may be required.

Position Type/Expected Hours of Work:

This is a full-time position. Current days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m., and Friday 7:00 a.m. to 11:00 a.m. May be required to work additional hours; not eligible for overtime pay. Schedule is subject to change.

NOTE: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

Director: _____ HR _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____

Adopted: January 2024