



# Jefferson County, Oregon

An Invitation to apply

Finance Director

\$84,072 to \$98,480

(up to \$102,459 if appointed/elected County Treasurer)

First Review February 12, 2016 (open until filled)



## The Community

Jefferson County (Pop. 22,200) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven communities: Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch



are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 6,260) and

serves as the County seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities.

Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, Jefferson County is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

Abundance of outdoor recreation. The Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Located within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area



offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, movie theater (5-plex), drag strip, circle track, skateboard facility, 600-seat performing arts center, and indoor aquatic center. Madras is located just 30 miles from Redmond which has a regional airport that offers daily departures to Denver, Los Angeles, Portland, Salt Lake City, San Francisco, and Seattle. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

## The County Organization

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The Commissioner positions are non-partisan. One Commissioner is up for election in 2016 and has filed for reelection. The other two Commissioner's term will be on the ballot in 2018. The Commissioners have appointed a County Administrative



Officer that coordinates the day-to-day activities of the organization and helps ensure compliance with County policy. The Finance Director works closely with the County Administrative

Officer, but reports independently to the Board of County Commissioners.

The County has an elected Assessor, Clerk, District Attorney, Sheriff, Surveyor and Treasurer. Other non-elected major departments (appointed department directors) include: Public Health, Buildings & Grounds, Community Development, Public Works, Juvenile Justice,



and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The 2015 adopted budget is \$46 million and there are approximately 135 FTEs.

Jefferson County is in a strong financial position. The County ended FY 14-15 with a general fund cash reserve equal to 64% of operational revenue. The County will complete construction of a new courthouse in August 2016 using a mixture of cash reserves, state grants, and bond sales. The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.

### The Position

Under direct supervision of the Board of County Commissioners this position will exercise a high degree of initiative, independence, professional expertise, and supervisory skills in the management, administration, and supervision of the county's accounting system, budget preparation, property/liability insurance coverage, workers compensation insurance, strategic financial planning, investments, property tax collections, maintaining capital asset records, grant administration, treasury duties, and payroll.

As part of the Executive Management Team with the County Administrator and County Counsel, the Director will work on employment issues, union bargaining, and internal policies. The Director works with Department Directors and Elected Officials to develop the annual budget, establish and monitor budgetary controls, adjustments, and reporting requirements. The department currently has 5.0 FTEs. The current Finance Director is retiring (June 30, 2016) having worked for Jefferson County for the past 18 years.

As would be expected in a small Finance Department, the Director is hands-on and not just a figurehead or

overseer. While delegation of important tasks to employees will occur, the Director must be "hands on" completing departmental functions to be highly effective in the position. The Finance Director works closely with the County Administrative Officer, but reports independently to the Board of County Commissioners.

**Challenges:** In 2014, the Commissioners reduced the compensation for the County Treasurer's position to an hourly stipend (approximately \$513/month). At that time, many of the Treasurer's reporting requirements and daily depositing of funds transferred to the Finance Department to be completed, and then reviewed by the Treasurer. The Treasurer resigned in October 2015. The current Finance Director was appointed to fill out the remaining term (expires 12/31/2016).

The Finance Director plans to transition into the County Treasurer's hourly stipend on July 1, 2016, but will not seek election for the upcoming 4-year term (2017-2020). The County's intent is for the new Finance Director to transition into a Finance Director/County Treasurer role that other Oregon Counties (Deschutes, Klamath, and Columbia) have gone to. Due to the timing of the election, candidate filing period, resignation, and retirement, this may not occur until the 2020 election



cycle. The Finance Director's salary will "top out" at step 13 of 15 until they are either appointed or elected County Treasurer. When offered the position, the County will offer an employment

contract that clearly indicates a 2 (salary) step increase (approximately 4%) will occur when the Finance Director is also the County Treasurer.

As a condition of employment, the Director will be required to become a county resident within 12 months of employment and to maintain residency. Additionally, the Finance Director will be encouraged to seek election or accept appointment and maintain the office of County Treasurer.



### Education and Experience

Bachelor’s Degree in Accounting, Public Administration, Finance or Business Administration or a closely related field and with five years experience managing fiscal, auditing, purchasing, risk management and accounting or similar management functions in a governmental department is required. Or, a satisfactory combination of education and experience, as determined by the hiring authority, that demonstrates the ability to successfully perform the essential duties and responsibilities of this position.

### Compensation & Benefits

- \$84,072 to \$98,480 DOQ (up to \$102,459 if appointed or elected County Treasurer)
- Employment contract with 1.5 months severance package
- Medical, vision and dental coverage (current employee cost share for family coverage is \$80/month)
- Health Savings Account employer contribution (up to \$1,500/year depending on coverage level selected)
- Vacation
- Sick leave
- 11 Holidays
- Cellphone allowance
- Wellness program contribution
- Oregon PERS Retirement (employer currently pays the 6%)
- 457 Deferred Comp Plan Available



### How to Apply

For further information, visit [www.co.jefferson.or.us](http://www.co.jefferson.or.us) and click on Human Resources, Job Opportunities. Deadline for first review is February 12, 2016 (open until filled).

### The Process (subject to change)

- The Board of Commissioners tentatively plan on selecting interviewees on February 17, 2016.
- First-round interviews are planned to occur on Friday, March 4, 2016.
- The County may hold a second round (finalist) of interviews on Friday, March 18, 2016.
- The Commissioners’ goal is to make a job offer prior to March 23, 2016. The County prefers that the new Finance Director would be able to start on June 1, 2016.

Jefferson County’s Mountain View Scenic Bikeway  
[youtube.com/watch?v=tPMvnzvP4TO](https://www.youtube.com/watch?v=tPMvnzvP4TO)  
 Grant’s Getaway Tour of Metolius River  
[youtube.com/watch?v=ymb8ZtcBZ-w](https://www.youtube.com/watch?v=ymb8ZtcBZ-w)  
 Grant’s Getaway Tour of Lake Billy Chinook  
[youtube.com/watch?v=qSG2yXdDOLk](https://www.youtube.com/watch?v=qSG2yXdDOLk)  
 Erickson Air Museum  
[youtube.com/watch?v=53HsXHDhafU](https://www.youtube.com/watch?v=53HsXHDhafU)



## Jefferson County

## Position Description

Position: <b>Finance Director</b>	FLSA: <b>Exempt</b>
Department: <b>General Services- Finance &amp; Tax</b>	Salary Grade: <b>Grade 34 (Top step 13, unless appointed / elected County Treasurer)</b>
Classification: <b>Non Bargaining Unit</b>	Status: <b>Full Time</b>

### Summary

The Finance Director develops and administers programs and processes that ensure compliance with and support of County initiatives and goals related to financial planning, risk management, internal and external audits, insurance programs, payroll, and workers compensation. The Finance Director provides strategic stewardship of organizational assets, identifies capital needs and manages daily cash flow and investments. The Finance Director prepares reports for inspection and review by the County Treasurer and the position oversees the Tax Collection system under state law.

### Distinguishing Characteristics

Under direct supervision of the Board of County Commissioners this position will exercise a high degree of initiative, independence, professional expertise, and supervisory skills in the management, administration, and supervision of the county's accounting system, budget preparation, property/liability insurance coverage, workers compensation insurance, strategic financial planning, investments, property tax collections, maintaining capital asset records, grant administration, treasury duties, and payroll. Responsible for municipal budgeting, accounting and finance and for performing complex and diverse activities involving organizational level initiatives, systems, and performance. Acting as the chief financial officer, this position represents financial matters to the public, County Commissioners, County Administrative Officer, other Elected Officials, and other County Department Directors. This position supervises the Senior Accountant/Tax Collector, the Accounting/Contracts Assistant, and the Tax & Accounting Clerk; works in conjunction with the Human Resource Assistant to maintain records in accordance with statutory requirements and County policy; works as part of the Management Team with the County Administrator and County Counsel on employment issues, union bargaining, and internal policies; The Finance Director works with Department Directors and Elected Officials to develop the annual budget, establish and monitor budgetary controls, adjustments, and reporting requirements. The ideal candidate will have hands-on senior level management experience and be actively involved in the daily operations of the Finance Department.

### Essential Duties and Responsibilities

- Provide excellent customer service to both internal and external customers.
- Oversee the selection, assignment, scheduling, productivity, evaluations, development and discipline of assigned personnel.
- Manages the County's general ledger system and payroll system in compliance with the Oregon Revised Statutes regarding budget law.
- Acts as the custodial officer over all county funds, trust funds, agency funds, and serves as the investment officer.
- Monthly & quarterly reports submitted for IRS, ODR, PERS, etc.
- Develop and maintain documentation for Federal and State Grant programs.
- Ensure audit requirements are met. Prepare variance reports if needed.
- Review account reconciliation, track errors throughout accounting system and make appropriate correcting entries.

- Receives deposits from all departments, disburses property taxes and other revenues as required.
- Develops the County's investment policy in accordance with state guidelines and statutes, and County goals; determines investments based on a variety of organizational needs and economic conditions.
- Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of cash management, debt service, investment activities and other finance functions in compliance with County standards and federal, state, and local laws.
- Administers various aspects of County Insurance programs (property, liability, employee health benefits, and workers compensation).
- Provide reports/analytical assistance to Tax Districts and/or Tax District's auditors for annual audits as requested.
- Oversee and participate with the Tax Collector in the maintenance of collection records for individual taxing districts and special projects (local improvement districts) and the annual audit of tax collection and distribution of all tax receipts.
- Oversee the preparation by the Tax Collector of quarterly and annual reports and summaries for State Department of Revenue and other governmental agencies including distribution of property taxes to all taxing districts.
- Oversee the administration of property foreclosure processes.
- Oversee the management of properties received by County through tax foreclosure.
- Secure outside financing for County purchases, capital projects or bond issues.
- Prepares the necessary financial reports for the annual audit. Assist with audit as needed, respond to audit findings & recommendations.
- Prepares monthly, quarterly, and annual reports for the inspection and approval of the County Treasurer.
- Implements training for various County Departments; administrative staff on County administrative policy and procedures.
- Prioritize work assigned.
- Provide support to other departments when requested.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Thorough knowledge of Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standards Board (GASB) requirements and governmental accounting management, audit theory, professional treasury management practices property tax systems, property tax collection practices, governmental fiscal management, and administration principles and practices; Advanced knowledge of internal control procedures, management information systems, and computerized financial applications; Knowledge of budgetary, accounting and reporting systems, local governments, relevant statutes and related governmental procedures. Excellent communication skills, both written and verbal. Strong computer software and hardware knowledge.

### **▪ Abilities**

Ability to develop departmental goals and objectives in compliance and support of the organization's long-term strategic and financial plans; communicate effectively with individuals and groups regarding complex issues; develop and maintain effective working relationships with Finance staff, other departments, public officials, the general public, other local governments, and other associations and businesses with which the County may interact. Ability to read and interpret laws and regulations. Ability to convey technical concepts to others. Ability to achieve harmony within a work team. Ability to convey a positive image of Jefferson County.

### **▪ Physical Abilities**

Ability to sit, use rapid finger, hand and arm movement, and work at a computer screen for extended

periods of time. Ability to lift up to 50 lbs occasionally.

▪ **Education and Experience**

Bachelor's Degree in Accounting, Public Administration, Finance or Business Administration or a closely related field and with five years experience managing fiscal, auditing, purchasing, risk management and accounting or similar management functions in a governmental department is required. Prior supervisory and leadership experience; Or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

▪ **Licenses and Certificates**

A valid Oregon driver's license and an acceptable driving record. Must successfully pass a criminal history and personal finance/credit check.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Required to become a county resident within 12 months of employment and maintain residency as a condition of employment.

▪ **Probationary Requirement**

This position is based on the successful completion of a twelve-month probationary period.

**Modified on:      January, 2016**

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**Employee Signature**

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**Date Signed**

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**Supervisor Signature**

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**Date Signed**