

JOB DESCRIPTION  
**Finance Director**  
 Finance

**POSITION INFORMATION**

<b>Job Number:</b>	037	<b>Union Status:</b>	Non-Rep
<b>Department:</b>	Finance	<b>Classification Status:</b>	Full Time
<b>Division:</b>	NA	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Board of Commissioners	<b>Pay Range:</b>	23
<b>Working Title(s):</b>	NA		
<b>Date Created/Revised:</b>	01/26/2024	<b>EEO Code:</b>	1

**JOB SUMMARY**

*Your job in the department is to . . .*

Direct the County's financial management including budget, annual audit, accounting, and mail room activities.

*Your job also involves . . .*

The initial development of Lincoln County's annual budget and subsequent amendments of budgets during the fiscal year. Administers the daily operations of the Finance Office. Plan Administrator for Retirement System 401(k), Section 457 Deferred Compensation and Post Employment Health Plan (PEHP) programs.

**DUTIES & RESPONSIBILITIES**

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

*For each function, indicate the frequency each function is performed (D=Daily, W=Weekly, M=Monthly, Q=Quarterly, AN=As Needed). Estimate the distribution of total working time on an **annual** basis using percentages of not less than 5%. Total percentage of time must add up to 100%.*

**Number of Job Functions: 6**

<b>JOB FUNCTIONS</b>	<b>FREQUENCY</b>	<b>ANNUAL % OF TIME</b>
<b>Oversight and maintenance of all Lincoln County financial accounts and records:</b> <ul style="list-style-type: none"> <li>Manage all county accounting activities. Responsible for the accuracy and maintenance of the county's electronic general ledger system.</li> <li>Oversee the processing of fiscal documents, check writing (for accounts payable and payroll) and the preparation, analysis, and publication of county financial statements and reports.</li> <li>Provide financial analysis for labor negotiations and other financial transactions.</li> <li>Administrator for county financial software.</li> <li>Review county accounting policies and procedures to ensure that adequate internal controls are developed and maintained.</li> </ul>	D	10%
<b>Prepare and manage the county and special district budgets:</b> <ul style="list-style-type: none"> <li>Lead the planning, development, and control activities related to budgeting.</li> <li>Provide budgetary analysis service to county departments.</li> <li>Monitor the county's long-range cash flow for planning purposes.</li> <li>Advise the county Commissioners on the status of the county budget.</li> <li>Develop forecasts for revenues and expenditures to allow for planning changes in the level of services to be provided.</li> <li>Evaluate budgetary performance of various departments.</li> <li>Develop guidelines for improvements in the budget development, planning and control processes.</li> </ul>	D	40%

<p><b>Establish and communicate accounting policies and procedures to staff in other County departments:</b></p> <ul style="list-style-type: none"> <li>• Work with officials in other county departments to ensure that accounting policies and procedures are implemented and adhered to.</li> <li>• Advise the Board of County Commissioners on the administration of fiscal and management issues.</li> <li>• Establish internal operating policies and procedures, accounting and budgetary policies and procedures for adoption by the county.</li> <li>• Direct the records management/control/retention needs of the county's financial information and activity.</li> <li>• Make recommendations to the Board of Commissioners on requests for additional funding. Works with other county departments as appropriate on routine budget and financially related matters.</li> <li>• Grant administration oversight and technical assistance.</li> </ul>	D	25%
<p><b>Serve as Plan Administrator for the Lincoln County 401(k) Retirement Plan and 457 Deferred Compensation Plans:</b></p> <ul style="list-style-type: none"> <li>• Ensure plan maintains tax deferred status.</li> <li>• Ensure compliance tests are met and that plan stays in compliance with all tax changes by initiating appropriate action to comply with Federal laws.</li> <li>• Chairs the Lincoln County Retirement Investment Committee and acts as liaison to all retirement plan consultants.</li> <li>• Provide direction to alternative retirement options/plans including the Post Employment Health Plan (PEHP) and PERS.</li> <li>• Counsel plan participants, on request, to navigate actions within the plans.</li> </ul>	D	5%
<p><b>Manage and facilitate annual independent audit process:</b></p> <ul style="list-style-type: none"> <li>• Liaison for state and federal compliance audits.</li> <li>• Preparation of Comprehensive Annual Financial Report (CAFR).</li> <li>• Maintain the county's annual CAFR certification.</li> <li>• Prepare year end adjusting entries.</li> </ul>	Annually	15%
<p><b>Supervise Finance and mail room staff:</b></p> <ul style="list-style-type: none"> <li>• Manage and evaluate the performance of staff in the Finance Department and takes or recommends appropriate action.</li> </ul>	D	5%

**SUPERVISORY RESPONSIBILITY**

5 - General administration of a large unit where the nature of the managerial work involves providing general direction for other supervisory personnel. Substantial responsibility for budgeting, purchasing, regulatory compliance, staffing, and discipline.

**KNOWLEDGE, SKILLS AND/OR ABILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required knowledge, skills and/or abilities are listed below:*

**Knowledge of:**

- GAAP, accounting rules and procedures for governments, special districts, and not-for-profit agencies
- Auditing procedures
- Pension law and interpretations
- State budget law and compliance
- Management principles and applications
- Contract and bid law and procedures
- Personnel and labor law compliance and reporting issues
- Oregon Public Employees Retirement System (PERS) and deferred compensation rules
- Interrelationships between Federal, State, City, and County governmental agencies and not-for-profit agencies.
- Lincoln County Personnel rules and collective bargaining agreements and their application to represented and non-represented employees.
- Record keeping and reporting.

**Skill or ability to:**

- Strong analytical and assessment skills.
- Strong verbal, written, interpersonal and negotiation skills.
- Use accounting spread sheets and word processing.

- Convey information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the County, using language and a format the audience will best understand.
- Utilize computers and other technology to communicate in written and verbal forms (e.g., word processing, texts, emails, spreadsheets, department-specific software).
- Effectively relate well with others, including supervisors, colleagues, and individuals inside and outside the County. Exhibit a professional manner in dealing with others and working to maintain constructive working relationships.
- Take personal responsibility for the quality and timeliness of work. Show up to work on time, and follows instructions, policies, and procedures. Meet productivity standards, deadlines, and work schedules.

## **MINIMUM QUALIFICATIONS**

Indicate the **MINIMUM** educational level required and the number of years of relevant experience required to perform the duties of the position.

### **Minimum Education Level**

3 - Bachelors (if specific fields, list below)

**Specifics:** Accounting or related field.

### **Minimum Experience Level**

Six years plus (if in specific skills/fields, list below)

**Specifics:** 7 years administrative accounting experience in a public agency utilizing governmental and fund accounting, and/or in a public accounting firm.

**Substitution Note:** None

### **Certifications**

None required

### **Driver's License**

None required

### **Other Licenses**

None required

**Desirable Qualifications:** Certified Public Accountant preferred.

## **WORKING CONDITIONS**

**Job Conditions:** Normal office environment.

**Work Location:** Lincoln County

**Travel:** Occasionally will be required to travel out of the local area for various meetings, conferences, and trainings.

## **PHYSICAL DEMANDS**

Physical capability to handle high mobility demands and complex personal interactions.

- **Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents. Some tasks may be performed with exposure to violence, disease, or pathogenic substances.

## REASONABLE ACCOMMODATIONS

Lincoln County is committed to providing reasonable accommodations as required by the Americans with Disabilities Act (ADA). This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and essential functions expected of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

## APPROVALS

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Internal HR Only:

Skill: 6

Effort: 8

Risk: 3

Job Functions: 6

Education: 3

Experience: 5

Certs/Licenses: 0

Responsibility: 9

Job Conditions: 4