

FINANCE DIRECTOR

LINCOLN COUNTY *Oregon*



Why Apply?

This is an excellent opportunity to join a friendly community with a great quality of life and a stable political environment. Lincoln County is a great place to work—the organization is well-managed and has an excellent team of elected officials, department directors, and employees that serve a vibrant and diverse population. Employees are engaged and dedicated to their jobs and to providing excellent services. Come join a progressive, dynamic team led by a supportive Board of Commissioners and County Administrator who genuinely care about their employees. This is an ideal opportunity for a motivated, energetic individual looking for a long tenure and to make a positive difference.



Welcome to LINCOLN COUNTY

About 2.5 hours southwest of Portland, Lincoln County is one of the most popular destinations on the Oregon coast. With over 60 miles of shoreline, the coast varies from the rocky cliffs near stunning Cape Perpetua on Lincoln County's southern border to the seven miles of sandy beaches at Lincoln City. Lincoln County is also known for its hundreds of miles of navigable rivers, waterfalls, and old-growth Douglas Firs, lush rainforests, as well as world-class dining and a thriving art and culture scene.

Lincoln County spans 992 square miles and is home to about 50,000 people and seven incorporated cities, each with their unique personality: Lincoln City, Depoe Bay, Siletz, Toledo, Newport, Waldport and Yachats. The northern part of Lincoln County also includes the Siletz Reservation, home to the Confederated Tribes of Siletz Indians, a federally recognized confederation of over 30 bands originating from Northern California to Southern Washington.

The county seat is Newport, the largest city, with a population of 10,500. A popular destination since the 1800's, Newport is a historic city made up of distinct neighborhoods ranging from the downtown Deco District to the historic Bayfront—a working fishing port with an eclectic array of shops, restaurants, lodging establishments. Regarded as Oregon's oceanography research center, Newport is also home to Oregon State University's Hatfield Marine Science Center, U.S. Coast Guard, NOAA, Oregon Coast Aquarium, and the largest commercial fishing fleet on the Oregon coast. Visitors also come to enjoy the raucous local sea lions who lounge on the docks.

Although tourism has replaced timber and fishing as the county's largest industry, commercial fishing still contributes hundreds of millions of dollars to the region's economy. Income generated from Dungeness crab is more than 40% of the total value of all locally harvested seafood, giving Newport the moniker "the Dungeness Crab Capital of the World."

Residents appreciate the area's small-town feel and spectacular scenery, all while being within reach of the larger cities of Portland, Eugene, and Corvallis. The accredited Oregon Coast Community College has three local campuses across the county that provide higher and continuing education. Commercial air travel is provided to the region through Eugene Airport (EUG) and Portland International Airport (PDX).

LINCOLN COUNTY

Established in 1893, Lincoln County employs 489 FTEs and has a 2023-2024 budget of \$184 million, including a general fund of \$51 million. County departments include County Administration, Legal Counsel, Finance & Accounting, Health & Human Services, Human Resources, Information Technology, Juvenile, Parole & Probation, Planning & Development, Public Works, Surveyor's Office, Transit, and Veteran Services. Elected County positions include the Assessor, Commissioners, County Clerk, District Attorney, Sheriff, and Treasurer.

The County has a strong management team made up of elected officials and department directors that work closely together with the Finance Director. In 2022, Tim Johnson was appointed as the first County Administrator in the organization's 130-year history.

**FULL-TIME
EMPLOYEES**
489

**2023-2024
BUDGET**
\$184 million

AREA
992 square
miles

POPULATION
50,862



View job
description at
gmphr.com

THE FINANCE DIRECTOR

Reporting to the County Administrator and responsive to the Board of Commissioners, the Finance Director manages the County's financial management program, including budget, annual audit, payroll, accounting, grant administration, and mail room activities. The Director also provides guidance to elected officials, department directors, managers, supervisors, and employees for the above topics. The Finance Department operates with a team of 7.75 FTEs including the Director, an Assistant Director, two Accounting Analysts, three Accounting Technicians, and a .75 Mail Clerk.



THE IDEAL CANDIDATE



- Demonstrated ability to lead a robust team and collaborate across the organization to provide excellent and equitable services on all financial matters.
- A confident and self-assured demeanor that will engender trust with the County Administrator, the Board of Commissioners, appointed and elected department head colleagues, and staff. Proven and demonstrated skills in making timely, clear, and unambiguous decisions.
- Experience in developing and implementing work plans with staff and managing timelines to meet pre-established deadlines. A proven background in mentoring and developing employees to build the internal capacity of the team and to create a succession plan for all departmental staff.
- Experience with municipal (preferably county) audits and financial reporting requirements, coordinating work products of staff, and preparing financial records and documentation for the County's contracted auditors in preparation of the County's annual audit and annual comprehensive financial report.
- Understands the challenges of the job; is politically savvy while maintaining a sense of humor and a positive work environment; and is resilient when times are challenging. Solution-oriented and responsive to internal and external issues and inquiries.
- A working knowledge and expertise in municipal finance to support all departments and their many and varied programs and the allowable uses for expenditures. The ability to prepare and administer complex budgets, draft financial reports, and thoroughly explain complicated issues.
- Demonstrated ability to manage large financial software systems and create management systems that provide opportunities for better utilization of data and obtaining refined information to support all operations and programs.
- Demonstrated success in obtaining and managing grants and managing the necessary financial recordkeeping.
- Exercises sound independent judgment and takes the initiative to research and provide recommendations on financial policies and funding strategies, including new revenue sources enacted by state and federal legislation.
- Strategically focused with the ability to prioritize issues and projects, effectively communicate and delegate responsibilities, and translate the big picture into a long-range plan with measurable outcomes that demonstrate progress.
- A skilled and effective communicator who can clearly articulate the financial position and needs of the County to a wide-ranging audience; is responsive to all stakeholders; and actively listens and follows up to resolve issues.
- Demonstrated ability to develop a long-term strategic financial plan and manage financial systems that support the operational and capital needs of the County.
- Ability to create strategies to address and implement an accounting system that covers all departments and their varied needs to comply with specific types of funding mandates depending on their source.
- Knowledge and experience with capital improvement budgets.



OPPORTUNITIES & CHALLENGES

Policy Review and Implementation

Evaluate the county's financial policies, including purchasing policies. Collaborate with all departments on developing procedures to implement financial policies that support the business needs of departments. Establish and provide training for staff on policies and procedures.

Fiscal Sustainability; Strategic & Financial Planning Develop strategic and financial plans using sound financial and operational forecasts to inform, support, guide and assist future critical decisions regarding all aspects of county operations, programs, services and capital improvements.

Financial Reporting

Financial Reporting - Implement a plan and procedures to ensure that the County's Annual Comprehensive Financial Report (ACFR) is completed in accordance with Generally Accepted Accounting Principles (GAAP) and other regulatory requirements and submitted to the State within the required timelines. Develop a regular financial reporting process to update the County Administrator, Board of Commissioners and all department directors on the quarterly status of all operating and program budgets, highlighting economic trends and potential adjustments to the budget and multi-year revenue and expenditure forecasts.

IT Security

To protect the County's assets, the Finance Director will be responsible for working with department managers to develop and implement new systems that will protect County resources while providing flexibility to departments.

Financial Software Systems

Expand use of newly implemented and converted software systems throughout County departments. Department directors need support and assistance to develop the full capabilities and capacity of the accounting system, especially those that have expenditure and use mandates vis-à-vis certain types of revenues. In addition, the Finance Department utilizes old legacy systems that result in effective, yet inefficient time management. The new Director will be responsible for updating or replacing several of these systems to improve efficiency.



EDUCATION & EXPERIENCE

A bachelor's degree in accounting or a related field, and seven (7) years administrative accounting experience in a public agency utilizing governmental and fund accounting, and/or in a public accounting firm. Certified Public Accountant preferred. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.

COMPENSATION & BENEFITS

Lincoln County is offering an annual salary range of \$107,922 to \$145,038 for this position, dependent upon experience and qualifications, along with a comprehensive benefits package:

- Medical, Dental & Vision Insurance (County pays 90% of premium)
- Life, Long-Term Disability, & AD&D Insurances
- Paid Time Off accrued at 22 hours per month
- 10 Paid Holidays
- 11% County Contribution to 401(k)
- Post-Employment Health Plan Account
- Portable Health Savings Account

RESOURCES

[Lincoln County Org Chart](#)

[Annual County Budget Reports](#)

[Annual Comprehensive Financial Reports](#)

[Budget Committee Meetings](#)

[Discover Newport](#)

[Economic Development Alliance of Lincoln County](#)



TO APPLY

Apply Online: gmphr.com

First Review: **March 31, 2024**

More Info: **Bob Larson, GMP Consultants**
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