

**RESOLUTION NO. 653-2018**

**A RESOLUTION ADOPTING A JOB DESCRIPTION FOR FINANCE DIRECTOR,  
AND, REPEALING RESOLUTION 623-2017.**

**Findings**

- A. The City Council of the City of Hubbard find there is a need to amend the job description for a "Finance Director."

**Based on the findings, the City of Hubbard resolves as follows:**

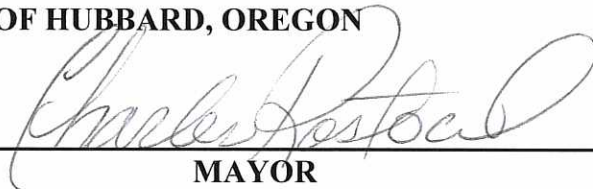
Section 1: The City of Hubbard hereby adopts the Finance Director job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "*Finance Director.*"

Section 2: Resolution No. 623-2017 is hereby repealed.

**ADOPTED BY THE CITY COUNCIL** this 8th day of May 2018.

**CITY OF HUBBARD, OREGON**

**BY:**

  
MAYOR

**ATTEST:**

**BY:**

  
RECORDER

**APPROVED AS TO FORM:**

**BY:**

  
CITY ATTORNEY

## **FINANCE DIRECTOR**

### **General Statement of Duties**

Plan, direct, and oversee the operations of the Finance Department, including financial reporting, billing systems, budget development, and investments, with accountability for results in terms of costs, personnel, and financial best practices. Communicate with public on financial matters and concerns. Serve as a member of the City's management team. The Finance Director provides direct oversight and supervision to the Administrative Assistant in regard to Utility Billing and cash receipting. This position works under the general direction of the Mayor and City Council.

### **Distinguishing Features**

The principal function of an employee in this class is to perform high level accounting functions for the City. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with supervisors, co-workers, vendors, City personnel, City departments, and the general public. This position operates under state laws, the city charter, ordinances, and the direction and rulings of the City Council. Most action taken is involved with policy and budget matters with the City. This is a non-exempt position.

### **Essential Work**

- Maintains City Accounts Payable; gains authorization for payments, writes checks, reconciles accounts, routes invoices to appropriate personnel, checks all claims for accuracy, verifies account codes for proper assignment of budget expenditures, and resolves disputes within area of authority and responsibility.
- Serves as Budget Officer, works closely with the City Department Heads to craft and develop an initial department budget. Oversees and manages the consolidation of departmental budgets into a comprehensive budget for the City. Develops and maintains long-term forecasting of revenues and expenditures. Manages and monitors approved budget. Reviews progress and make necessary modifications. Updates the City Council and Department Heads as necessary on the City's budget.
- Responds to and resolves concerns and inquiries from vendors, customers, departments, and the general public.
- Serves as benefits administrator and performs all payroll functions to include ~~Generates payroll~~, time card input, adding/modifying tax information, cutting checks; calculating

## EXHIBIT "A"

and paying state taxes, monthly employer taxes, medical premiums retirement contributions; prepare monthly, quarterly, and annual payroll reports; maintains data on all employees including total hours, changes in name/address, salary changes, exemptions, and insurance.

- Maintains Personnel Files.
- Oversees/performs all utility billing procedures, inputs meter reading data into computerized system, reconciles utility billing activity with general ledger, oversees accuracy of meter readings/billings, directs re-reading of meters where there appears to be inconsistencies, maintains records, customer service, and back-up cashing.
- Provides direct supervision and oversight of the Administrative Assistant regarding utility billing and cash receipting: Works in conjunction with Director of Administration/City Recorder for planning, assigning, and administering work, training, coaching, and resolving grievance issues, conducting performance evaluations and administering discipline if necessary.
- Assists and coordinates financial activities with other departments and agencies as needed.
- Enters data into relevant databases.
- Posts entries to individual accounts, subsidiary ledgers, and the general ledger as appropriate; makes journal entries to balance and close monthly books in general ledger, revenue, and expense accounts; reconciles general ledger and subsidiary utility accounts.
- Collects, records, and reconciles revenues received, including balancing cash receipts with account deposit records; maintains a daily cash balance, balances cash on hand against receipts; examines receipts for accuracy and completeness; acts as back-up for preparation and balancing of deposits and deposits monies into bank.
- Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; ensures effective/efficient use of budgeted funds, personnel, materials, facilities, and time.
- Advises City Council and Department Heads of financial conditions and current/future city needs.
- Performs all duties and City Treasurer, and Purchasing Agent.
- Ensures that all laws/ordinances are adhered to.
- Administers and/or assists other departments with grant applications and receipting of funds.
- Maintains financial accounting computer systems.

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- Investigates and resolves discrepancies in accounts, and participates with auditors in verifying, testing, and researching data.
- Compiles and generates reports.
- Manages, reconciles, or audits special accounts.
- Performs limited administrative support as required, including composing documents and correspondence.
- Remains current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate staff members to maximize effectiveness/efficiency of inter-departmental operations and activities.
- Performs other directly related duties consistent with the role/function of the classification.
- Attends various meetings requiring work after normal business hours: City Council and Budget meetings.
- Maintains presence at City Hall during standard work hours and if absent notifies relevant staff, and works in conjunction with Director of Administration/City Recorder to ensure proper coverage.
- Probationary period for this position is for a time not less than one (1) year.

<b>Required Knowledge, Skills, and Training</b>
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- Thorough knowledge of governmental fund accounting, and basic principles and procedures of accounting, including Accounts Payable, Accounts Receivable, and account reconciliation.
- Substantial knowledge and expertise working with Oregon Budget Law, as well as knowledge of the principles/practices of public budgeting and finance.
- Substantial knowledge of principles/practices of customer services.
- Substantial knowledge of City and department operations, policies, and procedures.
- Substantial knowledge of current wage/hour laws and city policies and procedures.
- Substantial knowledge of basic principles/practices of Information Management Systems and the operation and maintenance of relevant equipment and software.
- Substantial knowledge of office procedures and operations, including telephone etiquette, basic spelling, grammar, and punctuation.

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- Ability to utilize supervisory techniques to assign, review and appraise the work of assigned staff members.
- Ability to efficiently operate a 10-key by touch, and type 40 wpm.
- Ability to maintain accurate records and files.
- Ability to effectively respond to, and resolve, questions and concerns from vendors, customers, departments, and the public.
- Ability to detect and effectively resolve account discrepancies.
- Ability to handle confidential information with appropriate discretion.
- Ability to exercise sound independent judgment.
- Ability to make quick and accurate computations.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer and software applications.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under deadlines.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.
- Ability to physically perform the essential functions of the position with or without accommodation.

<b>Acceptable Experience and Training</b>
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- At least three (3) years of governmental fund accounting experience.
- Bachelor's Degree in Accounting, Finance, and Business Administration or in a related field desired.
- Certified Finance Officer desired.

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- Any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a valid Oregon driver license, and acceptable driving record.
- Must be bondable.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enable the employee to function within a general office environment.