

FINANCE DIRECTOR

City of Sherwood

Job Announcement 2016-002



With a population of nearly 19,000, the City of Sherwood has been one of the fastest growing cities in Oregon. Sherwood is a full-service city with an exceptional workforce, a stable political environment, and a mission to make Sherwood a great place to live, work and raise a family. The City operates under a Council-Manager form of government. The City Manager is responsible for the day-to-day administration of City business, implementation of Council policies, and establishment of operating policies and processes, utilizing an Executive Team.

Position Overview

The Finance Director is a key member of the City's Executive Team and is responsible for managing all fiscal operations and investments of the City. The Finance Director plans, directs, and oversees the operations of the Finance Department, including the municipal court, financial reporting, auditing, debt management, budgeting, accounts payable, accounts receivable, collections, fixed assets, payroll, purchasing and investments of the City, and supervises department personnel in the performance of their duties. In conjunction with the City Manager, the Finance Director prepares and administers the City budget in accordance with Oregon municipal finance law. The Finance Director has a high level of visibility, and interaction with citizens, business leaders, community groups and also the City's department heads, and communicates with these entities on financial matters and concerns. The Finance Director reports directly to the City Manager.

Candidate Profile

The ideal candidate will have a combination of education and experience to: Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences, to provide appropriate and effective financial services for the City. Direct and oversee the operations of the Finance Department, including municipal court, financial reporting and billing systems, budget development, and

investments, with accountability for results in terms of costs, personnel and methods. Supervise department personnel in the performance of their duties. Communicate with the public on financial matters and concerns. Possess a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field. Six years of increasingly responsible or professional accounting or financial management experience, including three years of management and administrative responsibility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Desirable Certifications, Experience and Education: Previous Oregon municipal experience; Certified Public Accountant (CPA); possession of Certified Management Accountant (CMA) designation; certification as a Municipal Finance Administrator; completion of Master's degree program in public administration, management, finance or related field.

The Finance Director will be:

- A proactive, effective, and straightforward communicator able to actively engage co-workers, community groups and residents.
- Represent the City in a positive and influential manner, willing to embrace and support City goals and initiatives.
- A leader with a high level of initiative who demonstrates uncompromising integrity and dedication to promoting an ethical, fair and positive team.
- A motivator with commitment to excellence in customer service.
- A strategic thinker and problem-solver able to facilitate consensus.
- Team leader and team builder with a successful track record of collaboration.
- A manager who has demonstrated continued professional growth and development.
- An accomplished strategic thinker to assess current and future needs of a department and to devise and implement plans to meet and manage change.

Compensation and Benefits

The annual salary range is \$86,905 - \$111,245, plus 6% City paid PERS. The starting salary will depend on the extent of a candidate's background both in terms of qualifications and directly related experience. The City of Sherwood provides excellent benefits which include group health insurance for employees and their dependents, life insurance, long term disability insurance, deferred compensation, flexible spending, paid time off, and a terrific work environment.



Application and Selection Process

A cover letter, City Application form, and resume will be used to select the top candidates. Those selected for further consideration will be invited to interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-

employment criminal history background investigation and drug test. Applicants that were not selected will be notified by phone or mail once the position has been filled.

City of Sherwood
Human Resources Department
22560 SW Pine Street, Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-4280
humanresources@sherwoodoregon.gov

Position opens _____ and closes at 5:00 p.m. on _____.
A City Application form, job announcement, and job description may be downloaded from the City's website at www.sherwoodoregon.gov. Application materials will be screened in relation to the criteria outlined in this announcement.

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, gender, sexual orientation, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resources Department at (503) 625-4201.