



City of Klamath Falls

Position Description

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| Position: Finance and Business Services Director | Group: Director |
| Department: Finance and Business Services | FLSA: Exempt |
| Evaluated by: City Manager | Salary Grade: 132 |

Summary

Leads, plans, directs, integrates, and coordinates the operations of the Finances and Business Services Department including Finance, Technology Services, and Utility Billing divisions. Promotes the overall efficiency and effectiveness of City-related resources and programs such as policy and procedures, utility billing and management, biennial budgeting process, and Technology Services development and operations

Distinguishing Career Features

The Finance and Business Services Director is considered a Department Director for the City of Klamath Falls. Candidates will show an established knowledge of Municipal Governance, Budgeting, IT programs and management, and City Utilities or an eagerness to become familiar and educated on City Programs and serve as a member of the City’s senior management team providing the City Manager counsel and advice on strategic policy and problem solving issues.

Essential Duties and Responsibilities

- Serves as a member of the city’s senior management team, participating in activities that result in the development of policies, programs, procedures, as well as strategic directions.
- Oversees City programs under Finance, Utility Billing, and Technology Services divisions.
- Responsible for the City’s accounting systems to ensure timely preparation of financial statements including the Annual Comprehensive Financial Report (ACFR) and other fiscal reports.
- Coordinates all activities relative to the Annual Audit, including direction to staff on preparation of monthly and year-end audit schedules.
- Directs staff in developing and implementing procedures and systems necessary to maintain proper records, and to afford appropriate internal controls and customer service.
- Reviews accounting documents to ensure accuracy of information and calculations and directs staff to make correcting entries with appropriate training.
- Oversees issuance of debt and debt compliance.
- Maintains close contact with all departments for planning and anticipating finance needs.
- Oversees and prepares agenda items and recommendations for City Council action.

- Assists the City Manager in preparing the biennial budget and budget document oversees the City’s long-range financial planning model, debt service funding, and revenue forecasting.
- Provides support to staff under their supervision to improve and advance Technology Services programs, and Utility Billing efficiency and effectiveness. Monitors compliance with Red Flag Consumer Protection Polices and internal controls.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires advanced professional knowledge and professional specialization in the principles, practices, and techniques of municipal management including employee relations, financial practices of local government, and principles of budgeting. Requires sufficient math skills to compute sums, averages, ratios, products, quotients, and variances. Requires advanced Requires special skill at facilitating small group processes, for resolving problems with quantitative and qualitative dimensions, and optimizing actions with diverse groups (e.g., a board, and management team). Requires well- developed written language skills to prepare complex reports.

▪ **Abilities**

Requires the ability to carry out all of the requirements of the job. Requires the ability to accomplish business plan objectives as they relate to Finance and Business Services. Requires the ability to integrate the work activities of staff other administrative systems and processes of the city. Must be able to analyze problems, prepare reports, and develop recommendations on financial actions that are fair and in the best interest of the City making efficient and effective use of resources. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to supervise, train, evaluate and motivate staff in a manner that promotes high morale and efficiency. Requires the ability to plan, organize, and prioritize complex and technical work processes in a high-volume environment in order to meet schedules and timelines. Requires the ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.

▪ **Physical Abilities**

Requires sufficient visual acuity to recognize letters and numbers, auditory ability to hear and respond to in-person and phone conversations, and physical ability to give presentations to large audiences. Requires hand-eye-arm coordination to use a personal computer keyboard. Requires ambulatory ability to move to various work locations.

▪ **Education and Experience**

Typically requires a master’s degree from an accredited college or university with major course work in Finance, accounting, business administration, public administration, or a closely related field with four years of progressively difficult work with supervisory experience. Or a bachelor’s degree with over eight years of relevant professional experience. A CPA, CMA, or CIA certificate is desirable and may substitute for some experience.

▪ **Licenses and Certificates**

A valid Oregon driver’s license.

▪ **Working Conditions**

Work is performed indoors where there are minimal safety considerations.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.