



OREGON

FINANCE DIRECTOR

\$55,416 - \$70,740

Plus Excellent Benefits

Apply by

August 27, 2017

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY?



Located in the South-western corner of Oregon along the beautiful Oregon Coast, Curry County is completely bordered by the Pacific Ocean to the west, and offers unlimited peaceful beaches, majestic forested mountains, and more wild and scenic rivers than anywhere else in Oregon.



Curry County is a stable organization with dedicated employees. The County is looking for a proven leader to head its Finance Department, focusing on results, accountability, and the future. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!

THE COMMUNITY

Home to a population of approximately 22,700 residents, Curry County covers 1,627 square miles, and is the 26th largest County in Oregon by population according to 2016 census data from Portland State University. Famous for its sea stacks, natural bridges, whale watching, and sunsets, Curry County's shoreline is bordered with scenic viewpoints and many public parks and beaches for residents and visitors alike to enjoy.

Communities within Curry County's boundaries include the cities of Brookings, Port Orford, and Gold Beach, the county seat, and the census-designated areas of Harbor, Langlois, Nesika Beach, and Pistol River. The largest city in Curry County is Brookings, with a population of just over 6,300. Outdoor recreational activities are plentiful, and include kayaking, canoeing, rafting and fishing on the County's numerous rivers, including the world famous Rogue River which exits into the Pacific Ocean at the north end of Gold Beach. The region also offers hiking on an extensive network of trails, biking, windsurfing, golfing, jet-boating, and exploring the beaches of the Pacific Ocean.

The Curry County economy, originally driven by the discovery of gold and other precious metals is now dependant on farming, livestock grazing, forest products, and tourism. Blueberries and nursery plants are among the most important farm products produced in the County.

THE COUNTY

Founded in December of 1855, Curry County is governed by a three-member Board of Commissioners serving overlapping four-year terms. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions, and committees. Commissioners also serve on other federal, state and local mandated governmental panels, boards and commissions with fiscal duties and authority over public monies.

Curry County is currently also recruiting for their first County Administrator. The County Administrator will be the Chief Administrative Officer of Curry County and is responsible to the Board of Commissioners. The County Administrator executes all management and administrative tasks of the Board of Commissioners and shall have control and supervision of all County administrative departments, divisions and offices except the County Sheriff, District Attorney, and their respective offices and staff, and County Counsel, or as otherwise provided by law.

Curry County employs approximately 98 full time employee's, and 15 irregular workers. The County operates on a Fiscal Year 2017-2018 Budget of \$57,611,736 including a General Fund Budget of roughly \$8,000,000. County departments include: Assessment, Board of Commissioners, Community Development, Curry County Fair, District Attorney, Economic Development, Elections, Facilities Maintenance, Finance, Juvenile, Legal, Parks, Recording, Road, Sheriff, Surveyor, Tax Collector, Treasurer, and Veterans Services.



THE DEPARTMENT & POSITION

The Finance Department is one of eighteen county departments, and is composed of two divisions, including Accounting and Payroll. Together the Department has a 2017-2018 budget of \$254,000

The Finance Director is the head of the County Finance Department, and is responsible for the fiscal operations of the County. The Finance Director is responsible for providing account support to all County departments, financial planning and reporting, accounts payable, accounts receivable, payroll, human resources, and budgeting.

Other Responsibilities Include:

- Compiles preliminary annual County budget documentation from departmental requests and acts as County Budget Officer at all budget workshops, meetings, and hearings.
- Sets budget workshop, committee meeting and hearing schedules.
- Prepares an estimate of projected revenues and expenditures; computes the needed tax levy for publication in the newspaper of record prior to the Budget Hearing in which the annual budget is adopted.
- Prepares and publishes all required legal notices for Budget Committee Meetings and the Budget Hearing for the Board of Commissioners.
- Prepares the final budget and resolution for formal adoption of the annual budget reflecting all final changes that may have been made at the Budget Hearing.

- Monitors department budgets by maintaining a system of control to ensure that expenditures are compared to appropriations.
- Directs the operation of the central accounting system for the County and its agencies in a manner consistent with established accounting principles and practices.
- Prepares financial, cost and statistical data and reports for management purposes, and to meet statutory requirements. Develop and create new approaches to monitor the County's operations.
- Oversees all payroll bookkeeping that affects the County general ledger.
- Directs the auditing and approval of documentation of all claims for payment.
- Develops and approves recommendations for improvement and oversees the implementation of those revisions to the accounting system.
- Reconciles all subsidiary ledgers for County departments to County General Ledger.
- Maintains reporting and depreciation for fixed assets to include recordation of all acquisitions and dispositions as well as physical inventory.
- Reviews usage of departmental checking accounts to insure compliance with policies established for their use by the Finance Department and the Board of County Commissioners
- Maintains grant and contract accounting for year-end audit reports.
- Prepares annual financial statements and needed documentation for the audit. Coordinates information required for annual independent audit and provides support as needed.





OPPORTUNITIES & CHALLENGES

1. Finance Department policies have not been updated in some time. The successful candidate will have the opportunity to restructure these policies.
2. The Department's staffing levels and functions have not been evaluated in many years. The successful candidate may anticipate working closely with the new County Administrator to undertake the evaluation.
3. Departmental budgets have and will continue to be challenging to best use the available revenue.

IDEAL CANDIDATE

Education and Experience:

A Bachelor's degree in Accounting, Finance or a closely related field, and five (5) years of progressively responsible work experience in governmental budgeting and accounting, with two (2) years in a supervisory position is required. A Masters degree in Accounting, Finance, or Public Administration is preferred. Candidates must have a valid Oregon Driver's License.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of the principles and practices of governmental accounting and budgeting and their application in a County setting.
- Experience with the application of data processing in governmental finance and accounting.
- Ability to plan, implement, monitor, and modify standardized and specialized accounting methods, procedures, forms and records to meet the needs and requirements of the County.

- Ability to maintain effective working relationships with other employees and County Departments, officials, and community leaders.
- Knowledge of the application and use of an automated data processing and accounting software package in a complex government setting. Curry County currently uses Caselle Accounting Software.
- Advanced knowledge of Oregon Revised Statutes and federal regulations pertaining to accounting, budget preparation and maintenance, audit requirements and documentation preparation.
- Ability to efficiently plan, organize and direct work schedules to meet mandatory deadlines on a daily, weekly, monthly and annual basis.
- Ability to interpret and implement new regulations pertaining to accounting and budgeting.
- Proven ability to communicate effectively both verbally and in writing to include the composition of clear and concise reports and presentation.
- Experience operating a 10-key adding machine by touch with speed and accuracy, personal computer and other business machines as needed.
- Candidates must have the ability to be bonded.

The ideal candidate will be committed to excellent customer service, and have excellent listening and problem solving skills. The successful candidate will be highly motivated to create and maintain efficient and effective systems for the Finance Department and the financial functions of Curry County.



COMPENSATION & BENEFITS



- **\$55,416 - \$70,740 DOQ**
- Medical, Dental & Vision Insurance
- Oregon PERS retirement
- 12 paid holidays
- 12 vacation days per year - increase with longevity
- 12 days sick leave per year
- Longevity Pay
- Social Security

www.co.curry.or.us

&

www.travelcurrycoast.com

Curry County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 27, 2017** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050