



## CITY OF NEWPORT, OREGON ASSISTANT FINANCE DIRECTOR

The City of Newport, Oregon is accepting applications for an experienced, professional, and dedicated person for the position of Assistant Finance Director. This position will provide professional accounting services including general ledger maintenance, grant accounting, and cash management. Reviews the work of and assists staff in accounts payable, accounts receivable, payroll, financial reporting, and audit program areas.

This is a full-time, exempt position with a salary range: \$4,592 - \$6,047 per month. Placement in the salary range will be based on the knowledge, skills, experience, and education of the person hired.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:**

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree in accounting or a related field **AND** five years related experience or an Associate's degree with ten years or more of progressive experience, up to and including the preparation of a CAFR report.

**KNOWLEDGE:** Knowledge of governmental accounting theory, principles, and practices. Knowledge of internal control procedures, management information systems, office automation, computerized financial applications, payroll and accounts payable functions. Knowledge of budgetary, accounting and reporting systems (GAAFR, GAAP, GASB). Knowledge of federal and state laws, rules and regulations relating to budget laws.

**SKILLS:** Skill in the use of personal computers, various related software programs, and standard office equipment. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Effective team building skills, conflict resolution, and leadership; exceptional interpersonal skills, and the ability to work well with managers, supervisors, and employees, as well as the general public; ability to thrive in an intense work environment with numerous interruptions and conflicting demands; strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism. Strong math skills.

**ABILITIES:** Ability to establish and maintain an effective working relationship with City management, other employees, Council members, other entities, and the public. Ability to prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to effectively oversee staff, establish, and maintain effective working relationships with employees. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Ability to juggle multiple demands and deadlines that are occurring simultaneously. Physical ability to perform the essential job functions.

#### **SPECIAL REQUIREMENTS/LICENSES:**

Oregon Budget Law training within 6 months of hire.

#### **DESIRABLE QUALIFICATIONS:**

Certified Public Account (CPA)

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to twenty-five pounds. Manual dexterity and coordination are required more than 50% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

**TO APPLY:** Applicants should submit a completed city application form and a letter clearly identifying how the applicant meets the minimum job qualifications. City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov). **This position will close at 5:00pm on October 31, 2017.**

The City of Newport is an EEO and veteran's preference employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

Successful completion of a pre-employment background check is required for all positions. Pre-employment substance screening may be required for some positions. American with Disabilities Act accommodations will be provided upon request.