



CITY OF NEWPORT
FINANCE DIRECTOR

FINANCE DIRECTOR - The City of Newport, Oregon is seeking a highly ethical, principled, and talented Finance Director with a strong financial background in municipal or other local government finance management.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum of five years' experience and a bachelor's degree in accounting, public administration, or related field; or, an equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described in this job announcement.

Advanced knowledge of and experience with: modern governmental accounting theory, principals, and practices (GAAFR, GAAP, GASB), internal control procedures, management information systems, office automation, computerized financial applications, payroll, accounts payable and receivable functions. Knowledge of and experience with budgetary, accounting and reporting systems.

Skill in the use of personal computers, various related software programs, and standard office equipment.

Ability to actively listen, use logic and reasoning to identify the strengths and weaknesses of alternative solutions; communicate information and ideas orally and in writing in a way others will understand; combine pieces of information; and concentrate on a tasks over a period of time; establish and maintain an effective working relationship with city management, other employees, Council members, other entities, and the general public. Ability to prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures, effectively supervise staff.

Applicants should send letters of interest, resumes, city application forms, and three professional references to Peggy Hawker, City Recorder/Special Projects Director, City of Newport, 169 SW Coast Highway, Newport, Oregon, 97365. All applicants should clearly identify how they meet the minimum job qualifications. Response to supplemental questions is required for an application to be considered complete, and supplemental questions will be sent to all applicants via e-mail after receipt of application materials. The recruitment brochure is available on the city's website at www.newportoregon.gov. For inquiries, contact Peggy Hawker, at p.hawker@newportoregon.gov. Application deadline is February 28, 2014, 3:00 P.M., PST. The deadline for submission of responses to supplemental questions is March 14, 2014, 3:00 P.M., PDT. The City of Newport is an EEO employer and veteran's preference provider.