



REDMOND FIRE & RESCUE

POSITION DESCRIPTION

POSITION TITLE: Chief Financial Officer
DEPARTMENT: Administration
FLSA STATUS: Exempt
POSITION SALARY: \$95,000 - \$103,000
EMPLOYEE GROUP: Executive Leadership Team/Non-Represented

DISTINGUISHING FEATURES

The Chief Financial Officer is responsible for planning, coordinating, supervising, and evaluating the accounting and financial systems of the District including general ledger, payroll, accounts payable and receivable, purchasing, fixed asset record management, debt management, financial reporting, risk management, and budget development.

Work in this position requires a high degree of coordination with other District members. The Chief Financial Officer must possess an in-depth understanding of generally accepted accounting principles, Oregon local budget law, and financial management with considerable attention to detail and thoroughness, capability to complete tasks within deadlines, and ability to maintain confidentiality. Work in this position requires considerable independent judgment and professional decision making to implement the District's Mission, Vision, and Values.

The Chief Financial Officer manages the Finance Section within the Administration Division and reports directly to the Fire Chief.

The Chief Financial Officer coordinates and oversees financial duties performed by administrative support personnel.

The Chief Financial Officer is a member of the Executive Leadership Team.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following describes a majority of the essential functions of this position. This list may be supplemented as necessary.

- Develops, oversees, and maintains budgeting, accounting, and reporting systems that are compliant with professional standards.
- Directs the development and administration of the District budget process/document that meets Oregon Local Budget Law and the Government Finance Officers Association (GFOA) Distinguished Budget Award criteria.
- Conducts thorough financial analysis and forecasting for long term strategic planning and budget development.
- Directs the forecasting of funds needed for staffing, equipment, materials and supplies.

- Prepares month end reconciliation and financial reports for Board approval; monitors and analyzes revenues and expenditures.
- Directs and participates in the coordination and preparation of the District's annual financial audit; maintains positive relations with the District's independent auditor.
- Develops all annual financial reports in association with the annual audit.
- Develops, prepares, and recommends financial policies and procedures. Coordinates their implementation in conjunction with other supervisors.
- Develops and monitors internal controls. Makes recommendations for change.
- Oversees the District's banking relations.
- Directs, monitors, and oversees the District's cash management and debt administration.
- Supervises and/or performs all phases of the District's payroll, including paid time off accruals, accounts payable and receivables, general ledger, accounting and reporting to PERS, and fixed assets.
- Oversees the District's risk management processes; assists with liability insurance claims and annual reporting audit.
- Directs the tracking and progress of the District's Departmental Performance Measurements.
- Oversees the District's public contracting purchasing policies and procedures; ensures compliance with State law; conducts contract administration.
- Assists with labor negotiations and preparation of financial impact studies.
- Evaluates workload, makes assignments, and track progress to ensure efficiency.
- Administers District fixed assets and inventory list.

KNOWLEDGE AND SKILLS

- Financial administration including principles, methods, and practices of general management, governmental accounting and budgeting, financial analysis, forecasting and reporting, internal controls and auditing procedures, cash management, debt issuance, and investments.
- Generally accepted accounting principles (GAAP), Oregon Local Budget Law, Federal fringe benefit regulations, workers compensation law, and other pertinent Federal, State, and local laws.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of organization, administration, and personnel management.
- Modern office practices, procedures, and equipment including computerized accounting processes and software systems development.
- District rules, regulations, procedures, and collective bargaining agreement.
- District's Mission, Vision, Values and Strategic Plan processes and implementation.

ABILITIES

- Analyze, interpret, summarize, and present information and data in an effective manner and prepare complex financial statements, reports, and analyses.
- Collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of

District wide goals.

- Interpret and apply Federal, State, and local policies, laws, procedures, and regulations.
- Plan, organize, assign, and coordinate the activities of those in the Finance Section; perform performance evaluation; implement disciplinary action as necessary.
- Maintain confidentiality and professional credibility.
- Perform effectively under continual deadlines and associated demands.

- Can multi-task and mentally switch between many responsibilities.
- Organize, file, and maintain accurate financial records; extensive attention to detail.
- Communicate clearly and concisely both orally and in writing.
- Articulate ideas and processes in the development of policies and procedures.
- Establish and maintain effective working relationships with all District members, public officials, and the general public.
- Coach, mentor, encourage, and motivate employees.
- Respond appropriately in emergency situations.

VALUES AND GUIDING PRINCIPLES

All employees of the District are required to demonstrate positive values to be an effective member of the organization. The Chief Financial Officer must be able to demonstrate the following:

Honesty and Integrity: Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

Teamwork: Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

Professionalism: Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

Health and Safety: Displays and maintains physical and mental well-being and watches out for all members' safety.

LEADERSHIP COMPETENCIES

1. **Character:** Exhibits behavior recognized by peers as trustworthy, respectful, responsible, concerned, consistent, and congruent with District values.
2. **Interpersonal Skills:** Maintains confidentiality, actively listens to others, maintains composure, and remains receptive to others' ideas. Problem solves and communicates with all levels when issues arise.
3. **Initiative:** Promotes ingenuity, creativity and resourcefulness. Seeks improvement, challenges members, encourages participation, and stays current in the profession.
4. **Communication:** Speaks clearly in a variety of situations; listens, clarifies message received. Participates in meetings; provides timely response to inquiries.
5. **Visionary Leadership:** Displays passion and optimism. Inspires respect and trust; leads others to fulfill the District's Vision. Provides leadership and inspiration to peers and subordinates.
6. **Public Service:** Responds promptly to requests/questions from District members and general public professionally and courteously; fulfills commitments.
7. **Health & Safety:** Promotes safe working practices; supports an environment of mental and physical well-being.
8. **Attention to Detail:** Demonstrates accuracy and observation of macroscopic and microscopic financial data. Recognizes deviation from financial policies, procedures, and controls.
9. **Ethics and Values:** Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values; true to self.
10. **Integrity and Trust:** Widely trusted and seen as direct and truthful; can present the truth in an

appropriate and helpful manner; keeps confidence; admits mistakes; does not misrepresent self for personal gain.

WORK ENVIRONMENT

Work is performed in a general office environment during routine office hours, Monday through Friday, however evening and weekend work is possible. Work activities vary widely including attendance at meetings, field and classroom training, and driving. Work may include infrequent response to emergencies to assist with logistic and/or financial duties.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves periods of prolonged sitting (up to three hours) and use of computer equipment. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate papers, files, financial records, keyboard, 10-key, mouse, and telephone. This position requires the ability to lift up to ten (10) pounds frequently. Occasional driving required.

MINIMUM EXPERIENCE AND QUALIFICATIONS

1. Bachelor's Degree in business administration, accounting, finance, or related field or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.
2. Five (5) years responsible experience in all phases of accounting, budgeting, analysis and financial work, including at least three years of administrative responsibilities.
3. Valid driver's license.

DESIRABLE QUALIFICATIONS

1. Proven full-time accounting experience with a fire or other governmental agency.

Dave Pickhardt
Interim Fire Chief

Adopted: September 26, 2018