



FINANCE OFFICER

The City of Harrisburg gives you a unique opportunity to join a vibrant and pro-active small city staff. Harrisburg is a wonderful place to work and live. Located on the banks on the Willamette River, Harrisburg offers a special small-town experience, with a seasoned, stable, and supportive work team.

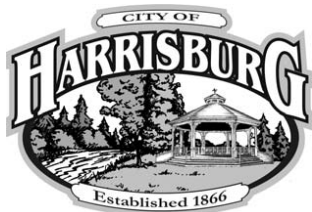
The ideal candidate has experience in municipal and fund accounting, with a strong working knowledge of state budget laws. This employee is responsible for all financial reporting, budget, and audit duties, for the City of Harrisburg and the Harrisburg Redevelopment Agency. This includes administering the general accounting system, accounts payable, payroll, investments, asset management and city assessments.

Desired qualifications include a bachelor's degree in accounting or related field, a minimum of two years of progressively responsible experience in government finance, and a strong commitment to your profession. Familiarity with the Caselle accounting system and managing IT contract services is desired, but not required. Pay is competitive with excellent benefits. Annual salary level of \$60,059 to \$79,034 DOE.

Provide us with a City employment application, resume and include a cover letter addressing the following questions: 1.) Describe the government accounting software you are most familiar with and tell us if you have ever worked in Caselle software systems. 2.) Describe your experience as a budget officer in the State of Oregon. 3.) Describe your familiarity with IT issues and managing IT contract services.

Submit your application packet to the City of Harrisburg, 120 Smith St., PO Box 378, Harrisburg, OR 97446, or by e-mail to meldridge@ci.harrisburg.or.us, by July 20, 2020 at 5:00pm. Applications are available on the City website, or in City Hall. The City of Harrisburg is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973.

Publish: City website: June 23, 2020
Newspaper: July 1, 2020



City of Harrisburg
120 Smith Street
PO Box 378
Phone: (541) 995-6655
Fax: (541) 995-9244

APPLICATION FOR EMPLOYMENT

(Pre-employment Questionnaire) (AN EQUAL OPPORTUNITY EMPLOYER)

Personal Information

Name: _____ Date: _____
Last First Middle Social Security Number:

Current Address:

If you have lived at your current address for less than one (1) year, please provide your prior address:

Phone Number: _____ Email: _____

Are you at least 18 years old: Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status: Yes No

Employment Desired

Position: _____ Date Available: _____

Are you currently employed: Yes No May we contact your current employer: Yes No

Education

| Name & Address | # of Years Attended | Graduate (Y/N) | Major |
|--|---------------------|----------------|-------|
| High School | | | |
| College / University | | | |
| Trade, Business, or Tech. School | | | |

General

Subjects of special
study or research
work:

Special Skills:

Activities (Civic,
Organizations):

*Exclude organizations whose name indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

US Military Service: Rank: Are you active reserve: Yes No

In order to prove your eligibility for Veterans preference, you must attach your DD214 form.

Employment (List at least three employers, starting with the most recent)

| Dates Mo/Yr | Name & Address | Position Held | Reason for Leaving |
|-------------|----------------|---------------|--------------------|
|-------------|----------------|---------------|--------------------|

From / To

From / To

From / To

From / To

Which of these
jobs did you like
the best and why:

References (Provide three references not related to you, who have known you at least one year)

| Name | Address & Daytime Phone Number | How You're Acquainted | Years Acquainted |
|------|--------------------------------|-----------------------|------------------|
|------|--------------------------------|-----------------------|------------------|

1.

2.

3.

In case of emergency, notify:

| Name | Address | Phone |
|------|---------|-------|
|------|---------|-------|

"I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY. I UNDERSTAND THAT MY APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT OR AGREEMENT FOR EMPLOYMENT."

Signature:

Date:



Finance Officer

Position Description

Reports to: City Administrator

Job Summary: The Finance Officer performs a wide variety of tasks related to the financial affairs of the city. The employee is responsible for all financial reporting, budget and audit duties, and for establishing and maintaining a set of internal controls for all financial transactions for the organization. The Finance Officer serves as the city and Redevelopment Agency Treasurer and is responsible for managing the City's financial assets. The employee administers the general accounting system, accounts payable system, payroll, investments, asset management and city assessments.

This position is salaried and exempt from overtime wages.

Supervisory Responsibility: None.

Essential Duties/Functions and Responsibilities

1. Responds to customer questions, concerns, complaints and requests regarding city financial matters over the telephone, in person, and by electronic communication with patience and diplomacy.
2. Keeps supervisor informed of job-related matters. Willingly accepts direction from supervisor and other staff.
3. Serves as the primary resource for financial planning and management issues for the organization. Develops financial policies and internal controls for the organization. Recommends changes to the City Council's Financial Policies and new policy development. Advises on the financial implications of new policies and/or city business activities.
4. Provides financial support to all City departments.
5. Provides financial record keeping, general ledger, accounts payable, accounts receivable, and cash disbursement functions.
6. Prepares monthly, quarterly, and annual reports of revenues and expenditures
7. Analyzes City financial systems and recommend upgrades and/or software to the City Administrator.
8. Maintains and balances all checking, savings and investment accounts. Includes reconciling functions, and occasional auditing. Maintains adequate cash flows.
9. Prepares payroll, including related benefit records such as vacation and sick leave.
10. Ensures City finances are audited on an annual basis; works closely with auditor to provide all necessary information and documents to complete the audit.
11. Maintains and controls capital assets for the City.
12. Monitors employee records to keep track of scheduled wage changes.

13. Administers PERS for employees.
14. Prepares and keeps records of assessments and liens in the City docket, works with companies that are working on lien searches.
15. Prepares the annual City budget and documentation as required by ORS.
16. Establishes appropriate financial internal controls in order to prevent fraud.
17. Monitors the budget during the course of the year to determine the appropriateness of expenditures and to determine that revenue and expenditures are being recorded appropriately.
18. Attends all City Council and Budget Committee meetings, unless excused by Supervisor. May be required to attend other meetings, as directed.
19. Organizes and maintains financial records, as well as reasonable back up on record systems.
20. Prepares the annual budget and serves as treasurer of the Harrisburg Redevelopment Agency.
21. Responsible for managing City's Information Technology contract services.
22. Perform other duties and tasks as assigned.

Non-essential Duties:

1. May attend off-site meetings and conferences.
2. May serve as member of the Safety Committee or any other employee committees.

Education, Qualifications and Experience:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

| | |
|---------------------------|---|
| Education and Experience: | <p>A bachelor's degree in accounting, business management or a related field and 2 years of progressively responsible experience in government finance; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.</p> <p>Knowledge of the principles of government financing, fund accounting, accounts payable and receivables, and payroll. Knowledge of or experience in Information Technology desired, but not required.</p> |
| Language Skills: | <p>Ability to read, analyze, and interpret reports, studies, legal documents, raw data, and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, members of the business community, etc. Ability to effectively present information to supervisor, public and elected and appointed government bodies.</p> |
| Reasoning Ability: | <p>Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written,</p> |

verbal, diagram and schedule form. Strong ability to solve mathematical problems.

- Computer Skills: Ability to operate a computer. Advanced skill in word processing, spreadsheets, and government software. Ability to use email communication and other online applications and software.
- Work Relationships: Ability to prioritize work and communicate with other staff from all departments in the city. The employee will have frequent contact with the public and private contractors. The employee will have frequent contact with elected and appointed government officials. The employee is part of a team and will contribute accordingly.
- Physical Demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee will use hands to handle objects, tools, or controls. The employee will be occasionally be required to balance, stoop, kneel, crouch or crawl.
- The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.
- Working Conditions: Work is performed in a climate-controlled office environment. Some outdoor work may be required. Employee may be required to drive a city owned vehicle.
- Attendance Requirements: Work is during the daytime, with occasional evening and weekend work required. Employee is expected to be at work during the operating hours of city hall.

The following is used only for approving this job description, and will not show on the final approved job description.

Position description adopted by the City Administrator: _____

Date: _____

Approvals:

The following signatures confirm the accuracy and completeness of the Position Description.

Signature:

Date:

Employee

Immediate Supervisor

Amended by Brian Latta - June 19, 2019
Further amended by John Hitt - June 23, 2020