



Finance Director

Hiring range

\$80,000 - \$100,000

July 31, 2025 – Priority date for applications



Come Build Something Great. Join Us as Our Next Finance Director.

Community Overview

Nestled in the heart of the Willamette Valley, the City of Dayton (population 2,678) is on the cusp of transformation. Just 20 minutes north of Salem and less than an hour away from Portland, Dayton is a growing, family-oriented community. We are known for our natural beauty, local pride, and emerging status as a destination in the heart of Oregon's wine country.

The community is experiencing renewed energy: historic buildings are being restored, new housing is under development, and long-held dreams like a new City Hall and Library are becoming reality. As Dayton prepares for the future, it remains rooted in what makes it special—tight-knit neighborhoods, stunning rural views, and a spirit of collaboration.

The Role

The City of Dayton is seeking a highly skilled Finance Director to lead the City's financial

operations during a time of growth and organizational renewal. This position is part of the City's executive leadership team and reports directly to the City Manager.

The Finance Director is responsible for overseeing all accounting, budgeting, treasury, audit, and financial reporting activities, as well as supervising the front counter's two Office Specialist positions. This is a hands-on role that requires expertise in accounting and public finance—ideal for someone who is equally comfortable producing a trial balance as they are advising Council on long-range financial planning.

This is an opportunity to build a modern, resilient Finance Department from the ground up. Over the past year, the City has taken steps to address gaps in internal controls, reconciliation, and reporting. A respected CPA firm and experienced Interim Finance Director have brought stability and accuracy to the department, clearing the path for a permanent Finance Director to step into a solid foundation and make it their own.

Key Projects and Opportunities

This is a once-in-a-generation moment for Dayton, with large-scale public investments and strategic growth already underway. The Finance Director will play a central role in several exciting initiatives, including:

Urban Renewal Implementation. Dayton recently established its first Urban Renewal Agency, with plans to revitalize its downtown core, invest in infrastructure, and attract private development.

Urban Growth Boundary Expansion. The City recently completed Oregon's second only Urban Growth Boundary swap. This swap brought in over 100 acres of developable land for new home construction.

New City Hall & Library Project. The City has allocated over \$800,000 towards the construction of a new City Hall and Library. The Finance Director will play a key role in planning for this project. This includes ensuring compliance, transparency, and financial sustainability throughout.

Infrastructure Funding. The City recently invested over \$10 million in infrastructure upgrades, and we're just getting started. We are preparing for major water, sewer, and street capital upgrades with a mix of local, state, and federal funding. Strong grant management, fund accounting, and compliance tracking will be essential. Securing funding to develop new sources of water is a high priority. The State Legislature recently appropriated \$1.2 million for the City to develop a new wellfield. The City will likely begin this project in late summer/early fall. The Finance Director will be part of the project management team for this project.

Modernizing Financial Systems. There is room to recommend and implement a chart of accounts restructuring, new reporting processes, and creating/documenting internal control procedures.

Ideal Candidate Characteristics

We are looking for a Finance Director who is:

Technically Excellent. Possesses a strong foundation in accounting, including fund accounting, payroll, procurement, and reconciliations across multiple funds.

Hands-On and Detail-Oriented. This is not a desk-only leadership role. You'll roll up your sleeves and lead by example.

Forward-Looking. Brings a strategic mindset to financial forecasting, capital planning, and budget development.

Adaptable and Resourceful. Comfortable in an evolving environment where challenges are opportunities for creativity.

Team-Oriented. Works collaboratively with staff, elected officials, and community members in a positive, solutions-driven way.

Committed to Integrity and Transparency. Upholds high standards of public stewardship and accountability.

Proactive and Self-Motivated. Takes initiative to identify and resolve issues, organize complex or unclear systems, and close knowledge gaps without needing to be asked. Brings a sense of ownership and drive to build structure and stability where it's needed most.

Why Join Dayton Now?

You'll Make a Lasting Impact. This is the opportunity to build a modern finance function in a City with the vision and political will to invest in its future. You'll shape how Dayton grows for the next 50 years.

You'll Be Part of a True Team. The City Manager and department heads have built a cohesive, respectful leadership culture. Council is supportive and engaged, and staff are eager for positive, professional leadership.

You'll Grow Professionally. This role offers exposure to debt issuance, public infrastructure finance, intergovernmental partnerships, and more. You'll gain experience in areas many finance professionals only touch peripherally.

You'll Work in a Place That Values Balance. While the work is serious, the team culture is warm, respectful, and human. Dayton believes in professionalism and a healthy work-life balance.

Honest Reflections

This is not a role for someone looking to "learn on the job." The City needs a Finance Director with core accounting competency from day one. In the past, lack of continuity and financial oversight created gaps in internal controls and reporting.

With the arrival of a new City Manager in December 2024, the City of Dayton has begun the hard work of bringing its Finance Department up to modern standards. With support from a contracted CPA firm and a highly skilled Interim Finance Director, we've made progress in identifying gaps, initiating

cleanup, and documenting the key issues that must be addressed.

But let's be clear: we're not done. The City's financial systems still require reconciliation, policy development, and procedural updates. While momentum is on our side, the foundational work will likely take through the end of the calendar year to complete.

The good news? You'll have a blueprint. The Interim Finance Director and CPA firm are documenting processes and priorities. You'll step into a clearer picture of what needs to happen and how. The City has also budgeted continued support from the CPA firm to provide targeted technical assistance and review as needed, along with funding for in-depth training at the headquarters of our financial software provider.

Most importantly, you won't be doing this alone. The City Manager is personally committed to supporting the Finance Director in leading this transformation. Strengthening the City's financial management is our highest priority right now. You will have the support to build a strong Finance Department that the community can be proud of.

This is an opportunity to take ownership of something that matters and build it the right way, with a team that has your back.

Commitment to Inclusion

Women, people of color, and candidates from underrepresented groups are strongly encouraged to apply. Research shows that individuals sometimes self-select out of opportunities when they don't meet every listed qualification. We encourage you to apply if you believe you have the skills and drive to

succeed in this role. The City of Dayton values diverse perspectives and experiences and is committed to building a welcoming and inclusive team.

Veterans' Preference

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out the Veterans' Preference Form on the City website and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Minimum Qualifications

To be considered, applicants should meet the following minimum requirements:

- Associate's degree in accounting, finance, or related field.
- Five (5) years of progressively responsible accounting experience, covering all phases of the business/accounting cycle.
- Governmental or non-profit experience is preferred but not required.
- Equivalent combinations of education and experience that provide the knowledge, skills, and abilities to perform the duties will be considered.

This position requires a strong foundation in technical accounting. While governmental experience is helpful, the City is committed to

onboarding the right candidate with support, training, and access to external expertise.

For more information about the positions' responsibilities, minimum qualifications, and other hiring requirements, please see the Finance Director job description posted on the City website.

Compensation

The anticipated hiring range for this position is \$80,000 to \$100,000 annually, depending on qualifications and experience.

In addition, the City offers a comprehensive benefits package:

- Public Employees Retirement System (PERS). City pays 6% employee contribution on your behalf (in addition to the employer share).
- Health Insurance. City pays 90% of employee health premiums, including for dependent and family coverage.
- Health Savings Account (HSA). Contributions supported by the City.
- Paid Leave. Includes full sick and vacation accruals, plus 8 hours of management leave per month.
- Schedule Flexibility. Enjoy a 4-day workweek (Monday–Thursday) with Fridays off.

Ready to Apply?

This recruitment is open until filled, and applications will be reviewed as they are received. Interviews may be scheduled at any time. For priority consideration, please apply by Monday, July 31, 2025.

To apply, submit the following materials via email to City Manager Jeremy Caudle at jcaudle@daytonoregon.gov:

- Cover Letter
- Resume
- Signed and completed Application for Employment

Optional: Submit a completed Veterans' Preference Form if applicable.

Application materials and forms can be found online at:

https://www.daytonoregon.gov/page/city_jobs

You can also pick up materials in person at Dayton City Hall.

Questions?

If you have questions about the process or want to learn more about the role or organization, please reach out. You can contact City Manager Jeremy Caudle by email at jcaudle@daytonoregon.gov or telephone at 503-864-7444.

