

City of Dayton, Oregon

Job Description: Finance Director

Reports to: City Manager
Supervises: Office Specialist – Utility Management
FLSA Status: Exempt (Salaried)
Salary range: \$80,000 - \$100,000

Position Overview

Reporting directly to the City Manager, this position serves as a key member of the executive leadership team and is responsible for maintaining the City's fiscal integrity, legal compliance, and transparency to elected officials and the public. The Finance Director leads the development of the City's annual budget, oversees financial reporting, ensures accurate accounting, and manages the City's investments, payroll, procurement, and utility billing systems. This position also supervises the Utility Billing Clerk and ensures adherence to internal controls, audit standards, and state and federal financial regulations.

This is a hands-on, detail-oriented role that blends strategic oversight with direct involvement in daily financial operations. The Finance Director supports all departments and provides technical guidance, financial insight, and fiscal leadership to promote long-term financial sustainability.

Key Responsibilities

The Finance Director is responsible for:

- **Accounting & Fund Management.** Overseeing the City's general ledger, fund accounting, journal entries, and financial reconciliations across multiple funds. Ensures compliance with Governmental Accounting Standards Board (GASB) requirements and state laws.
- **Treasury & Investments.** Managing daily cash flow, pooled cash, bank relationships, and investment performance. Ensures liquidity and security of City funds and implements fraud prevention protocols.
- **Budget & Forecasting.** Leading the annual budgeting process, including revenue projections, expenditure planning, capital improvement budgeting, and state-mandated reporting. Provides monthly budget-to-actual analysis and supports strategic financial planning.
- **Financial Reporting & Audit.** Preparing timely and accurate monthly and year-end reports; coordinating the annual audit; producing schedules and statements; and implementing auditor recommendations.
- **Payroll & Benefits.** Administering payroll processing, employee benefits, tax filings, and retirement contributions. Coordinates with City Manager and administrative staff on wage and benefit changes.
- **Procurement & Accounts Payable.** Managing purchasing compliance, vendor relations, invoice processing, and year-end tax reporting (W-9s, 1099s). Monitors contract renewals and obligations.

- **Utility Billing Oversight.** Supervising the Utility Billing Clerk and ensuring timely, accurate billing and collection for water and sewer services. Ensures integration with accounting records and resolution of discrepancies.
- **Grants, Loans, & Debt.** Tracking and reporting on grants, loans, and debt obligations. Maintains compliance with funding terms, reimbursement schedules, and disclosure requirements.
- **Capital Assets.** Maintaining the City's fixed asset register, tracking construction-in-progress, and performing inventory and depreciation updates.
- **Internal Controls & Training.** Establishing internal financial controls, cross-training staff, and providing ongoing training to departments on budget and procurement procedures.
- **Technology & Systems.** Overseeing the City's financial software systems, ensuring security, backup protocols, user access controls, and data integrity.
- **Council & Community Engagement.** Presenting financial reports and budgets to City Council, responding to public inquiries, and promoting financial transparency.

Minimum Qualifications

- **Education.** Associate's degree in Accounting, Finance, Business Administration, or a related field is required. A bachelor's degree is preferred.
- **Experience.** At least five (5) years of progressively responsible accounting experience covering the full range of the accounting cycle, including general ledger, payroll, accounts payable/receivable, bank reconciliations, and financial reporting. Experience in a local government or nonprofit setting is preferred but not required.
- **Equivalency.** Any combination of education, experience, and demonstrated knowledge, skills, and abilities (KSAs) that provides the capability to perform the duties of the position will be considered.
- **Knowledge, Skills, and Abilities.**
 - Knowledge of Generally Accepted Accounting Principles, preparing journal entries, reconciliations, and financial reporting.
 - Skill in preparing and managing budgets, capital asset tracking, grant accounting, and audit coordination.
 - Knowledge of internal controls, financial compliance, and best practices in public finance.
 - Proficient in accounting software, Excel, and integrated financial systems; able to manage financial databases and reporting tools.
 - Ability to present complex financial information clearly to staff, leadership, and the public.
 - Supervisory experience or demonstrated ability to lead and train others is a plus.

Working Conditions & Physical Requirements

Work is typically performed in a professional office environment. The role requires extended periods of time working at a desk, using a computer, and reviewing financial documents.

The following physical and cognitive requirements are representative of those necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- **Communication Abilities.** Ability to effectively convey and receive information in person, over the phone, and in meetings with staff, elected officials, auditors, and members of the public. This includes the capacity to understand and explain financial information, concepts, and policies clearly.
- **Manual Dexterity.** Ability to perform tasks requiring fine motor skills, such as using a keyboard, operating a calculator, entering data, and reviewing paper and electronic documents.
- **Visual Abilities.** Sufficient visual acuity to read printed materials, computer screens, and detailed financial documents such as spreadsheets; ability to identify numbers and detect inconsistencies or errors in data.
- **Mobility and Physical Access.** Ability to move throughout an office setting, including accessing file storage, attending in-person meetings within City facilities, and retrieving or filing documents.
- **Light Lifting.** Ability to occasionally lift and carry materials such as boxes, files, and office supplies weighing up to 25 pounds, with or without reasonable accommodation.
- **Cognitive Focus.** Ability to maintain focus and attention to detail over extended periods, prioritize multiple tasks, and manage workload demands during high-activity periods such as audits, budget development, and fiscal year-end closing.
- **Work Schedule Flexibility.** Ability to attend occasional evening meetings, including City Council sessions, Budget Committee meetings, and public hearings, as part of the role's responsibilities.

Licensing & Other Requirements

- Must possess a valid driver's license or have the ability to obtain one.
- Must pass a background and credit check.
- May be required to attend occasional training or conferences off-site.

Approved:
June 16, 2025