



City of Cottage Grove
Job Description
Finance Director

Department: Finance	FLSA: Exempt
Reports to: City Manager	Representation: Non-Represented
Pay Range: 8NR	Date Adopted: July 2025

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The Finance Director leads the City's financial operations to ensure fiscal integrity and strategic alignment with organizational goals. This role encompasses budget preparation, personnel cost forecasting and headcount planning, long-term financial forecasting, debt issuance oversight, and risk management. The Director drives financial reporting, audits, and cash management; monitors compliance with legislative and regulatory changes; and champions financial system enhancements and process improvements. Responsibilities also include staff development, policy implementation, and strengthening internal controls. In addition, the Finance Director spearheads stakeholder engagement presenting to the City Council, collaborating across departments, and ensuring transparency in external reporting while directing citywide resource allocation and financial strategies.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Lead the City's annual budget process, including preparation, analysis of revenue forecasts, reserve evaluations, cash-flow projections, and long-term financial modeling.
2. Supervise the review and compilation of departmental budget requests; ensure alignment with Council objectives and a balanced budget.
3. Monitor legislative and regulatory developments; update financial policies and internal controls to safeguard City assets and compliance.
4. Direct accounting operations: oversee general ledger maintenance, disbursements, invoice and payroll approvals, and audit of expenditures.

5. Prepare and review financial reports and audits for state, federal, and private agencies, including the Annual Comprehensive Financial Report, MD&A, and budget transmittal letters in GFOA-compliant formats.
6. Administer the City's cash management and investment program; monitor fund balances, community facility and assessment district transactions, and long-term debt portfolios.
7. Oversee all revenue collection functions, business license, and transient occupancy taxes and manage accounts receivable, billing, and related external reporting.
8. Evaluate and recommend improvements to specialized finance programs (e.g., cashiering systems, data processing), including fee structures and service delivery enhancements.
9. Develop department goals, policies, procedures, and staffing plans; allocate resources, establish service levels, and measure performance to optimize efficiency.
10. Lead, train, and mentor Finance Department staff; coordinate cross-departmental financial support and professional development initiatives.
11. Participate in labor negotiations and meet-and-confer sessions with employee organizations.
12. Conduct organizational and operational studies; draft agenda reports and propose modifications to finance policies and procedures.

IMPORTANT FUNCTIONS:

1. Develop and maintain Standard Operating Manuals to ensure procedure consistency and compliance with organizational policies.
2. Provide administrative support, including:
 - Distributing internal and external communications to staff, departments, and the public
 - Filing and organizing physical and digital records per retention policies
 - Operating office equipment and software for essential functions
 - Maintaining a clean, safe, and orderly work environment
3. Participate in departmental training sessions and meetings to remain informed of policy updates and procedural changes.
4. Support special projects through research, data collection, and other assignments directed by management.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

1. Frequently sit for extended periods (up to 6–8 hours per day) while working at a computer or attending meetings.
2. Use repetitive hand and finger movements to operate keyboards, calculators, and other office equipment.

3. See and distinguish printed materials and computer screens; hear and speak clearly to communicate with staff, elected officials, and the public.
4. Occasionally lift, carry, and move files, binders, and office supplies weighing up to 20 pounds.
5. Bend, stoop, and reach to retrieve documents and supplies from filing cabinets, shelves, and office storage.
6. Travel to various City facilities, meeting locations, and external agencies; operate a City vehicle in compliance with the City's driver's license requirements.
7. Maintain concentration and focus when analyzing complex financial data and preparing detailed reports.
8. Work in a standard office environment with controlled temperature and minimal exposure to outdoor elements during site visits.

JOB SPECIFICATIONS:

Education, Experience, Certifications:

Minimum Qualifications:

- High school diploma or equivalent; must be 18 years of age or older.
- Bachelor's degree in Accounting, Finance, Economics, Business Administration, or Public Administration.
- Five (5) years of progressively responsible experience in municipal finance, accounting, or budgeting, including demonstrated leadership in finance departments and team management.
- A combination of education and experience that demonstrates the knowledge, skills, and abilities required for the role may be considered in lieu of specific credentials.

Preferred Qualifications:

- Master's degree in Public Administration (MPA), Business Administration (MBA) with a finance/accounting focus, or a related field.
- Professional certification such as Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO), or Certified Public Finance Officer (CPFO).
- Seven to ten years of experience in municipal finance, including large-scale budget administration, debt issuance, and investment portfolio oversight.
- Proven track record of implementing GFOA guidelines, internal controls, and strategic long-term financial planning.
- Demonstrated ability to interpret and apply legislative or regulatory changes to municipal financial practices.
- Equivalent combinations of education, professional certifications, and relevant experience that demonstrate the required knowledge, skills, and abilities may be considered.

Knowledge, Skills and Abilities:

Knowledge:

- Government financial management, including budgeting, forecasting, auditing, and GFOA-compliant municipal budget administration.

- Public-sector accounting principles, internal controls, and comprehensive financial reporting requirements.
- Cash management, investment strategies, and long-term debt oversight.
- Legislative, regulatory, and policy frameworks affecting municipal finance and tax collection.
- Economic and financial trend analysis to support strategic planning.
- Personnel cost forecasting, including salary and benefit projections, headcount planning, and labor-relations impacts on organizational budgets and performance.

Skills:

- Advanced quantitative and analytical proficiency for financial modeling, forecasting, and problem solving.
- Organizational acumen and attention to detail for precise financial operations and compliance.
- Leadership and resource-management expertise to supervise teams, set objectives, and optimize service delivery.
- Technical proficiency in financial software, accounting systems, and data-analysis tools.
- Excellent written and verbal communication, negotiation, and interpersonal skills for stakeholder engagement.
- Project-management capability, including planning, prioritizing, and process improvement.
- Expertise in preparing and presenting comprehensive financial reports (e.g., Annual Comprehensive Financial Report).

Abilities:

- Developing and implementing policies, procedures, and internal controls to ensure efficiency and compliance.
- Interpreting and applying legislative or regulatory changes to municipal financial practices.
- Motivating, mentoring, and evaluating staff to foster professional growth and collaboration.
- Adapting to evolving budgetary and operational priorities while maintaining balance under challenging circumstances.
- Preparing high-level reports and correspondence for internal review and public distribution.
- Upholding transparency, accuracy, and ethical standards in all financial dealings.
- Assuming additional responsibilities to support organizational goals as needs arise.

Special Requirements:

- Possess and maintain a valid Oregon Driver's License with a clean driving record, ensuring the ability to safely operate a city vehicle for tasks such as transporting documents.

- Successfully pass a post-conditional job offer, credit and background check, demonstrating reliability and trustworthiness in managing city finances and contributing to budgetary processes.

Supervisory Duties:

- Lead and direct Finance Department staff by assigning responsibilities, setting performance standards, and monitoring progress.
- Foster a collaborative work environment through coaching, mentoring, and facilitating professional development.
- Address personnel matters, conduct performance evaluations, resolve conflicts, and implement corrective actions.
- Establish clear departmental goals and maintain open communication to align team efforts with city policies and objectives.

Supervision Received:

This position operates under the general supervision of the City Manager, with broad autonomy to manage daily operations and achieve departmental objectives in alignment with city goals and policies.

Confidential Information:

The Finance Director upholds the highest standards of integrity and accountability by safeguarding sensitive financial data, reports, and analyses related to City operations. This role demands strict confidentiality in managing budgets, investment strategies, and audit materials, ensuring each document and transaction adheres to applicable regulations and best practices. The Director demonstrates unwavering professionalism and transparency when handling complex financial matters and policy decisions, fostering an environment of trust and ethical stewardship. By protecting the City's fiscal interests, the Finance Director promotes responsible governance, preserves stakeholder confidence, and reinforces the organization's commitment to sound financial management.