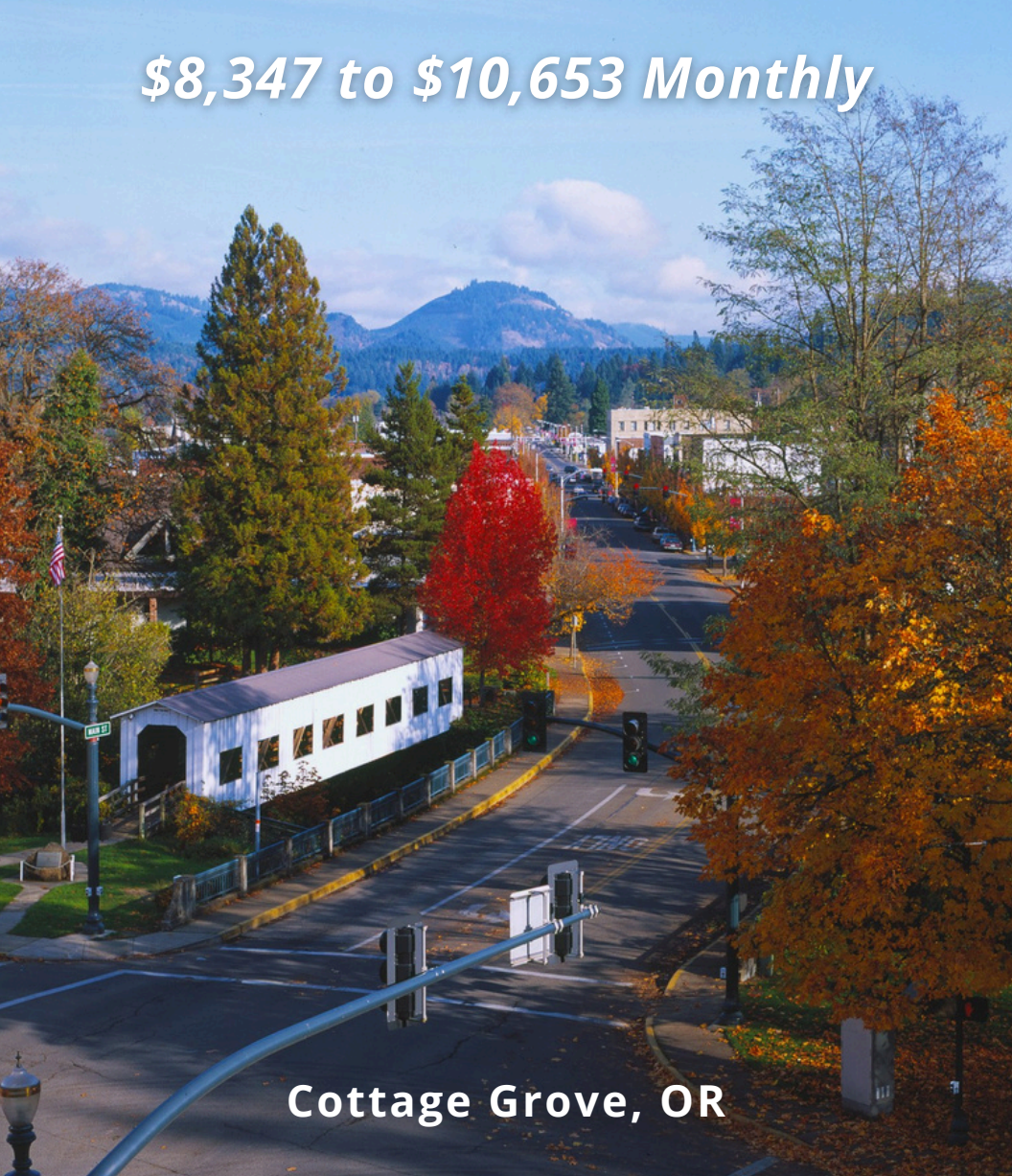




FINANCE DIRECTOR

\$8,347 to \$10,653 Monthly



Cottage Grove, OR

The Community



The City of Cottage Grove (population ~10,800) is nestled in the Southern Willamette Valley and has rich history in gold mining and logging. It is a small town with an abundance of outdoor recreation including two beautiful lakes, multiple natural swimming locations, miles of scenic biking and hiking trails, several campgrounds, and two golf courses. The surrounding area is full of lush green trees with no shortage of activities that provide opportunity to get outside and enjoy nature.



As the covered bridge capital of the west, Cottage Grove's six covered bridges attract tourists from near and far. The oldest bridge in the area, the Mosby Creek Bridge, was constructed in 1920. The Chambers Bridge is the last remaining covered railroad bridge west of the Mississippi; it was originally built in 1925 and fully restored in 2011.



Cottage Grove has a robust historic downtown, featuring quaint shopping, dining and social events. If you are looking for additional shopping or entertainment experiences, it's a short 20-minute drive to Eugene or Springfield. Cottage Grove is unique in its ability to offer the advantages of living in a small town that is just a short drive to larger neighboring cities.

The Position

The City of Cottage Grove is seeking an experienced and strategic Finance Director to lead the city's fiscal operations and provide forward-thinking financial leadership.

The position offers an opportunity for a seasoned public-sector finance professional to make a meaningful impact through sound financial management, transparency, and innovation. The Finance Director will work closely with the City Manager, Council, and department directors to ensure the financial stability and sustainability of the organization while fostering a culture of accountability and teamwork.

KEY RESPONSIBILITIES

- Oversee and manage all financial operations for the city, including accounting, budgeting, payroll, purchasing, and investments.
- Develop and administer the city's annual budget and long-range financial forecasts in coordination with the City Manager and department directors.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) regulations, and all applicable state and federal laws.
- Prepare and present financial reports to the City Manager, City Council, and other stakeholders, providing clear, accurate, and actionable information.
- Lead the annual audit process and maintain strong internal controls to safeguard city assets.
- Manage cash flow, debt, and investment portfolios in alignment with city policies and fiscal goals.
- Collaborate with the City Manager and Council on financial planning, policy analysis, and capital project funding strategies.
- Supervise Finance Department staff, promoting professional growth, teamwork, and a customer service-focused approach.
- Serve as a key member of the city's executive team contributing to cross-departmental initiatives and organizational excellence.

For additional information and to apply
please refer to the position listing at
www.cottagegroveor.gov/jobs.

The Ideal Candidate

Cottage Grove's next Finance Director reports to the City Manager and will lead the city's financial operations to ensure fiscal integrity and strategic alignment with organizational goals.

With high organizational acumen and attention to detail for precise financial operations and compliance, the city's next Financial Director will have a proven track-record in budget preparation, personnel cost forecasting, headcount planning, long-term financial forecasting, debt issuance oversight, and risk management.

As a skilled leader, with resource-management expertise, the ideal candidate works cooperatively to drive financial reporting, audits, and cash management; monitor compliance with legislative and regulatory changes; and champion financial system enhancements and process improvements.

The city's next Finance Director is an inspired motivator, mentor, and team builder who is able to lead a cohesive team of dedicated and skilled employees in carrying out day-to-day operations, implementing policies and initiatives, and strengthening internal controls.

Contributing to cross-departmental initiatives and organizational excellence, the Finance Director serves as a member of the city's Executive Leadership Team.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Accounting, Finance, Economics, Public/Business Administration or related field AND Five (5) years of progressively responsible experience in municipal finance, accounting, or budgeting, including at least three (3) years in a supervisory or administrative leadership role.

The ideal candidate will have a strong knowledge of municipal budgeting, auditing standards, and financial reporting requirements; and proven leadership, analytical, and communication skills.

Preferred qualifications include: a Master's degree in finance, accounting, business, or public relations; Certified Public Accountant, Certified Government Finance Officer or equivalent; and experience managing complex municipal budgets, enterprise funds, and bond financing.



Opportunities & Priorities

Ensure timeliness of key financial processes: the city's next Finance Director will have the opportunity to develop and implement internal systems that ensure the timely and accurate completion of the city's annual budgeting and auditing processes, appropriate internal controls, and protection of city assets and resources in a manner that is in accordance with applicable laws, protocols, and best practices.

Development of long-term, sustainable funding strategies/sources: employing the use of their experience, creativity and expertise, the Finance Director will work with key staff to develop strategies and sources that ensure stable and sustainable general fund programs including public safety, library and other programs that enhance the livability, safety, and enjoyability of the community.

Staff leadership and development: the city's Finance Director will step into a department that is fully staffed with competent and dedicated employees. The Finance Director will have the opportunity to utilize their leadership skills to strengthen the team working environment, provide personal development opportunities, and be a mentor, guide, and resource for finance department staff.

Contribute to collaborative, cross-departmental initiatives: as a member of the city's Executive Team, the city's next Finance Director will bring a collaborative and team working approach to a variety of initiatives including utility master planning, financial forecasting, rate studies, and grant funding opportunities.

Compensation & Benefits

The City of Cottage Grove offers a generous compensation and benefit package including:

- **\$100,164 to \$127,836 per year salary range**
- City pays 95% of premiums for Medical, Dental, and Vision Coverage
 - Medical Co-Pay Plan with \$250 individual/\$750 family deductible per calendar year
 - Two Dental plan options
- \$15,000 of city-paid Basic Life and Accidental Death & Dismemberment coverage
- City-paid long-term disability coverage
- PERS participating employer - the city pays employee and employer contributions
- HRA-VEBA contribution paid by the city
- Generous Paid Leave
 - Vacation accrual: 6.67 hours per month and increases with longevity.
 - Sick leave accrual: 8 hours per month
 - Holiday leave: 11 paid holidays per year
- Longevity benefit

Application Process

For more information and to apply, visit: [cottagegroveor.gov/jobs](https://www.cottagegroveor.gov/jobs)

Interested individuals must submit the following application materials on or before Monday, December 1, 2025 at 5:00pm:

- City of Cottage Grove Application
- Cover Letter
- Resume
- Responses to Supplemental Questionnaire

(Applications submitted without all required materials will not be considered for the position)

Submit application materials to:

hr@cottagegrove.org

Questions, contact HR (541) 767-4114

*Application materials will only be accepted **electronically to the email address above.** For more information and to apply,*

visit: <https://www.cottagegroveor.gov/jobs>

or Scan Here



Full position description and additional information can be found at: www.cottagegroveor.gov/jobs

Application Deadline: Monday, December 1st, 2025 at 5:00pm

The City of Cottage Grove is an equal opportunity employer