



City of Cottage Grove
Job Description
Finance Director

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

GENERAL POSITION SUMMARY:

Leads the City's financial operations to ensure fiscal integrity and strategic alignment with organizational goals including budget preparation, personnel cost forecasting and headcount planning, long-term financial forecasting, debt issuance oversight, and risk management. 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. Serves as a member of the City's Executive Leadership Team, contributing to cross-departmental initiatives and organizational excellence.

SUPERVISION EXERCISED:

Supervises more than 2 FTE and less than 10 FTE. Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews; and has the authority to hire and fire, or effectively recommend the same.

SUPERVISION RECEIVED:

Reports to the City Manager and receives broad policy and strategic direction. Has autonomy in day-to-day operations, with performance reviewed through periodic reports, goal-setting sessions, and evaluation of departmental outcomes.

KEY DISTINGUISHING CHARACTERISTICS:

This position is responsible for establishing and directing the strategy, mission, goals, policies, budget, and operations of a city department. Has authority to commit significant financial obligations in compliance with established protocols, processes, and procedures. Makes or recommends decisions that can have significant impact on operations and/or finances. Maintain frequent, professional contact with a wide range of stakeholders, including executive management, department heads, employees at all levels, labor representatives, external agencies, vendors, and the public, to communicate policies, resolve issues, negotiate agreements, and foster collaborative relationships.

EXAMPLES OF DUTIES - ESSENTIAL FUNCTIONS:

The following functions are typical for this position. An employee in this position may not perform all these duties and/or may perform similar related duties not listed here. These examples do not include all the duties which an employee in this position may be expected to perform.

- Oversee and manage all financial operations for the City, including accounting, budgeting, payroll, purchasing, and investments.
- Develop and administer the City's annual budget process, including preparation, analysis of revenue forecasts, reserve evaluations, cash-flow projections, and long-term financial modeling. Oversee the review and compilation of departmental budget requests; ensure alignment with Council objectives and a balanced budget.
- Monitor legislative and regulatory developments; update financial policies and internal controls to safeguard City assets and maintain compliance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board regulations, all applicable laws/regulations and best practice. Lead the city's annual audit process.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

- Collaborate with the City Manager and Council on financial planning, policy analysis, and capital project funding strategies.
- Serve as a key member of the City's executive team, contributing to cross-departmental initiatives and organizational excellence.
- Direct accounting operations: oversee general ledger maintenance, disbursements, invoice and payroll approvals, and audit of expenditures.
- 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.
- Administer the City's cash management and investment program; monitor fund balances, community facility and assessment district transactions, and long-term debt portfolios.
- Oversee all revenue collection functions, business license, and transient occupancy taxes and manage accounts receivable, billing, and related external reporting.
- Evaluate and recommend improvements to specialized finance programs (e.g., cashiering systems, data processing), including fee structures and service delivery enhancements.
- Establish clear department goals, policies, procedures, and staffing plans; allocate resources, establish service levels, and measure performance to optimize efficiency; maintain open communication to align team efforts with city policies and objectives; coordinate cross-departmental financial support and professional development initiatives.
- Lead, train, and mentor Finance Department staff; foster a collaborative work environment through coaching, mentoring, and facilitating professional development; address personnel matters, conduct performance evaluations, resolve conflicts, and implement corrective actions.
- Participate in labor negotiations and meet-and-confer sessions with employee organizations.
- Prepare and present financial reports to the City Manager, City Council, and other stakeholders, providing clear, accurate, and actionable information.
- Conduct organizational and operational studies; draft agenda reports and propose modifications to finance policies and procedures.
- Contribute to a positive work environment; maintain effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
- Follow all safety rules and procedures for work areas.
- Perform other related duties as assigned.

AUXILIARY FUNCTIONS:

- Develop and maintain written Standard Operating Procedures to ensure procedure consistency and compliance with organizational policies.
- 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; and Maintaining a clean, safe, and orderly work environment
- Participate in departmental training sessions and meetings to remain informed of policy updates and procedural changes.
- Support special projects through research, data collection, and other assignments directed by management.

SCREENING CRITERIA:

Education and Experience: *Any equivalent combination of training and experience that provides the applicant with the knowledge, skills, and abilities to perform the work will be considered. A typical way to obtain the knowledge, skills, and abilities would be:*

- 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.

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Special Requirements/Licenses:

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

Preferred Qualifications:

- Master's degree in Finance, Accounting, Business, or Public Administration.
- Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO), or equivalent certification.
- Experience managing complex municipal budgets, enterprise funds, and bond financing.

Knowledge of:

- Government financial management, including budgeting, forecasting, auditing, and GFOA-compliant municipal budget administration.
- Public-sector accounting principles, internal controls, and comprehensive financial reporting requirements.
- Federal, state, and local employment laws and regulations related to the work performed and their application in a municipal environment.
- 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.

Skilled in:

- 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).
- The use of personal computers, including necessary software applications.

Ability to:

- Communicate effectively, both verbally and in writing.
- Develop and implement policies, procedures, and internal controls to ensure efficiency and compliance.
- Interpret and apply legislative or regulatory changes to municipal financial practices.
- Motivate, mentor, and evaluate staff to foster professional growth and collaboration.
- Adapt to evolving budgetary and operational priorities while maintaining balance under challenging circumstances.
- Prepare high-level reports and correspondence for internal review and public distribution.
- Uphold transparency, accuracy, and ethical standards in all financial dealings.
- Assume additional responsibilities to support organizational goals as needs arise.

PHYSICAL DEMANDS OF POSITION: *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.*

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The duties for this job require mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity for reading printed documents and reviewing information on computer screens; and auditory and verbal communication abilities for phone calls, presentations, and meetings. This is a primarily sedentary position, involving frequent sitting and stationary work at a computer terminal for extended periods. However, duties involve occasional standing, walking, bending, stooping, kneeling, and reaching to access files and work areas; the ability to occasionally lift, push, pull, and carry materials weighing up to 30 pounds (boxes of files, training materials, office supplies) and up to 5 pounds frequently. Fine motor skills and manual dexterity are required (about 70%) for operating keyboards, mice, scanners, and other office equipment.

WORKING CONDITIONS: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee primarily works indoors, where the employee is exposed to usual office conditions, with moderate noise levels, adequate lighting, controlled temperature and ventilation, and rare to no direct exposure to hazardous physical substances.

SIGNATURES:
This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____ Incumbent Name	_____ Incumbent Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date

UPDATED: October 2025