THE POSITION

This management position is responsible for the daily administration and supervision of the Accounting & Financial Reporting, Billing & Customer Service, and Municipal Court Divisions within the Finance Department and implementation of special projects at the direction of the Finance Director. This position assists the organization in achieving overall sound financial management by ensuring the accuracy and integrity of financial and budgetary information, and treasury functions of the Finance Department.

The Finance Department consists of Accounting, Billing & Customer Service, Budget and Municipal Court Divisions. This position will oversee the Accounting, Billing & Customer Service and Municipal Court Divisions. The Assistant Finance Director will directly supervise three division supervisors/managers and oversee 21 employees. In addition to oversight and management of the three divisions, typical duties include, but are not limited to:

- Provides oversight of all financial transactions, including billing and collection
- Provides oversight and management of the financial reporting and audit preparation functions, through the Accounting & Financial Reporting Manager
- Provides oversight and management of general accounting and reporting functions (including accounts payable and payroll), billing transactions, and collection activities through the supervisors of each area
- Assists in the management of the Municipal Court through the Municipal Court Supervisor, working with that position to manage the work processes, internal accounting controls and reporting mechanisms of the court

THE COMMUNITY

The City of Bend, Oregon is an outdoor lover’s paradise. Residents enjoy mountain and road biking, hiking, trail running, caving, and many more recreational activities. You can catch the Mt. Bachelor Shuttle from Bend’s Park and Ride for a day of skiing, sledding or snowboarding. The Deschutes River runs through the City and the Cascade Lakes are nearby. In 2015, Men’s Journal ranked Bend as one of The 10 Best Places to Live Now.

Bend also has much to offer those who consider window shopping or an evening at the theatre an outdoor sport. The Les Schwab Amphitheatre hosts music events year round and the Old Mill District has numerous art galleries, shops and restaurants. There are two community theatres, numerous local musicians and even a poetry slam. Bend, like many Oregon cities and towns, is known for its breweries, but there are also wineries, distilleries and cideries. Every summer a Farmer’s Market offers local produce. Bend offers something for everyone’s tastes – from the Roundabout Art Route Tour to the Bend Ale Trail.

With a population of around 87,000, Bend is currently the seventh largest city in Oregon State, and the fifth largest metropolitan area. It is Deschutes County seat. Tourism plays a vital role in Bend’s economy and many retirees move there to enjoy its cool nights and sunny days, easy access to good healthcare, and overall natural beauty. The City is home to OSU Cascades, the only Oregon State University branch campus, Central Oregon Community College and the Cascade Culinary Institute.
• Assists in the management of billing and customer service functions through the Billing & Customer Service Supervisor, working with that position to manage the work processes, internal accounting controls and reporting mechanisms of the billing & customer service division
• In coordination with the Finance Director, directs, plans, coordinates, and updates financial plans including bond issues and bond refunding in conjunction with bond counsel and financial advisors. Ensure annual compliance with bond covenants and continuing disclosure reporting requirements
• Plans, manages and directs or performs treasury, investment and debt management functions
• Directs or performs special financial reporting and analyses; performs or directs special budgetary analyses. Plans, organizes and directs implementation of special projects
• Supervises clerical, professional and supervisory positions
• Researches, reviews, coordinates and facilitates the design and implementation of automated accounting/financial systems and equipment. The City is currently implementing a new ERP system
• Assists Finance Director with development of financial plans and strategies. Participates in management workgroups and project teams for financial planning and implementation of financial strategies
• Works with consultants on various studies such as developing the System Development Charge methodologies and utility rates
• Represents the City on associations, committees or work groups or with private industry representatives. Represents the City annually at the Oregon Government Finance Officers Association and the national Government Finance Officers Association conferences
• May act in the capacity of the Finance Director in his/her absence

**KEY CHARACTERISTICS**

The Assistant Finance Director for the City of Bend will have strong technical skills in public sector accounting, ideally in a larger city or county agency. A generalist who is knowledgeable of and proficient at many different aspects of finance will be well equipped to deal with Bend’s fast paced, complex operating environment. A priority for this position will be to provide technical expertise in the accounting function. This position also acts as the liaison with external auditors. The Assistant Finance Director should be a detail oriented practitioner who remains acutely aware of the organizational goals, measures and overall direction of the City.

Excellent interpersonal and communication skills will be paramount for this position. An ability to maneuver municipal/local government nuances is critical. The ideal candidate knows how to adjust a message appropriately for the audience and can explain regulatory and compliance issues. A background of successful project management; including working with other departments, outside agencies, and vendors; is needed in this position.

The ideal candidate will be a patient, supportive supervisor, who can listen to both sides and still reach desired outcomes and goals. The Assistant Director will show a commitment to staff development and solid skills in performance management. The successful candidate embraces the Finance Department’s customer service orientation and actively looks for ways to “make it work” while remaining in compliance with regulatory mandates.
COMPETENCIES
Candidates must demonstrate understanding in the following areas:
• Knowledge of generally accepted accounting principles (GAAP) for the public sector
• Principles and practices of government administration including accounting, finance, organizational planning, statistical analysis and report writing
• Knowledge of basic personnel management practices in a governmental setting
• Knowledge of automated financial, accounting, and billing systems

COMPENSATION AND BENEFITS
The pay range for this position is $93,444 - $121,356.

In addition the City offers the following benefits and options:
• Health Insurance Plan including medical and vision coverage (full-time employees currently pay 10% of the total monthly premium)
• Dental coverage (employees currently pay 10% of the total monthly premium)
• Employer-funded Health Reimbursement Account for deductible expenses
• VEBA Plan
• Voluntary Flexible Spending Plan
• Life, Personal Accident and Long-Term Disability
• Telemedicine
• The City of Bend participates in the PERS Retirement System. Employees become PERS members after working six full calendar months in a qualifying position requiring at least 600 hours worked per 12-month period. Contributions on the employee's behalf begin following completion of the six-month waiting period. The City makes “employer” contribution based on the employee’s Tier I, II or OPSRP member status. The City also makes the “employee” member contribution of 6% of salary. For complete PERS program details, visit the website http://www.oregon.gov/pers

The City of Bend also offers the following voluntary benefit programs which are elective and funded through payroll deduction:
• AFLAC Supplemental Insurance (various plans are offered)
• AirLink and Life Flight ground and air ambulance memberships
• 457 Deferred Compensation Plans sponsored by Nationwide Retirement Solutions and ICMA

Education, Experience, Certifications and Licenses Required
Incumbents typically have at least five years of progressive professional level supervisory experience in accounting, finance or auditing with a governmental organization, and at a minimum, a Bachelor’s degree in Accounting, Finance or related field or other equivalent combinations of training, experience and education. An advanced degree in accounting and/or CPA is strongly desired.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE
The final filing date is Friday, November 11, 2016. To be considered, please submit your cover letter with current salary, résumé, and list of six professional references (who will not be contacted in the early stages of the recruitment) to: resumes@cpshr.us. Résumés should reflect years and months of positions held. For additional information about this position please contact Teresa Webster.

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Website: www.cpshr.us/search

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to be invited to participate in further assessments and/or interviews.