

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the Hiring of a
New Employee**

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)

ORDER NO: 23131

WHEREAS, based on unanimous agreement of the Board of Commissioners, the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Frank G. Jerome	Finance Director	U-1	\$6338/month	Full Time

The job description is attached hereto and incorporated by reference.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of August 1, 2022.

Dated this 20th day of July, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**

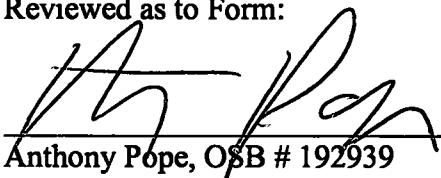


John Herzog, Chair

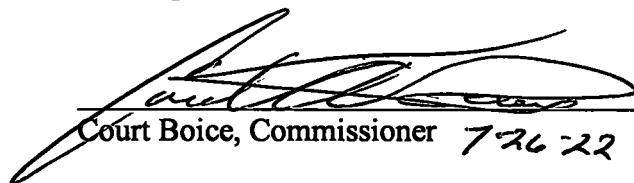
Absent At Signing

Christopher S Paasch, Vice Chair

Reviewed as to Form:



Anthony Pope, OSB # 192939
County Legal Counsel



Court Boice, Commissioner 7-26-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Finance Director

EXEMPT: Yes

SALARY LEVEL: U

SUPERVISOR: Liaison Commissioner

PREPARED BY: Payroll and HR Coordinator

August 2021

POSITION SUMMARY:

The employee in this class is responsible for the fiscal operations of the County. This position acts as the department head for the Finance Department and serves as the County Accountant. Work is performed under the direction of a liaison commissioner, who outlines general departmental goals and policies and review work for effectiveness through periodic meetings and analysis of reports. This position provides accounting support to all departments.

Areas of responsibility include, but are not limited to, financial planning and reporting, accounts payable, accounts receivable, payroll, human resources and budgeting. This position is responsible for enforcing and assuring compliance with County financial policies/procedures and other government standards. Performs all obligations by ORS 210. This position is designated as the County Budget Officer as required by ORS 294.331.

Individuals in this position serve at the pleasure of the Curry County Board of Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to the following; other duties may be assigned as required.

BUDGETARY

1. Compiles preliminary annual County budget documentation from departmental requests and acts as the County Budget Officer at all budget workshops, meetings, and hearings.
2. Sets the budget workshops, committee meetings and hearing schedules with the liaison commissioner for BOC approval.
3. Prepares an estimate of projected revenues and expenditures; computes the needed tax levy for publication in the newspaper of record prior to the Budget Hearing in which the annual budget is adopted.
4. Meets with the department heads and commissioners as requested to assist in formulation of budget documentation.
5. Prepares and publishes all required legal notices for Budget Committee Meetings and the Budget Hearing for the Board of Commissioners.

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JOB TITLE: Finance Director - Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

6. Prepares the final budget and resolution for formal adoption of the annual budget reflecting all final changes that may have been made at the Budget Hearing.
7. Monitors department budgets by maintaining a system of control to ensure that expenditures are compared to appropriations (budgets).

ACCOUNTING

1. Directs the operation of the central accounting system for the County and its agencies in a manner consistent with established accounting principles and practices (GASB, ORS, etc.). Reviews reports prior to distribution for accuracy and reasonability.
2. Prepares financial, cost and statistical data and reports for management purposes and to meet statutory requirements. Develop/create new approaches to monitor the County's operations.
3. Oversees all payroll bookkeeping that affects the County general ledger.
4. Directs the auditing and approval of documentation of all claims for payment.
5. Develops/approves recommendations for improvement and oversees the implementation of those revisions to the accounting system.
6. Reconciles all subsidiary ledgers for County departments to County General Ledger.
7. Maintains reporting and depreciation for fixed assets to include recordation of all acquisitions and dispositions as well as periodic physical inventory.
8. Reviews usage of departmental checking accounts to insure compliance with policies established for their use by the Finance Department and the Board of County Commissioners
9. Maintains grant and contract accounting for year end audit reports.
10. Monitors all grants for financial commitments.
11. Prepares annual financial statements and needed documentation for the audit. Coordinates information required for annual independent audit and provides support as needed.
12. Provides financial counsel to the County staff on all aspects of County finance.
13. Serves at the pleasure of the BOC on special projects to provide financial counsel.

SUPERVISION RESPONSIBILITIES:

Supervises all positions in the Finance Department. Reviews the performance of each staff member on an annual basis. Monitors the development of each staffer according to the development plan agreed to during the annual review. Serves in the employees capacity upon their absence (requiring accounts payable and HR skills).

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JOB TITLE: Finance Director - Page 3

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of -

The principles and practices of governmental accounting and budgeting and their application in a County government setting

Application of data processing in governmental finance and accounting

The application and use of an automated data processing/ accounting software package in a complex government setting

The application and use of computer applications such as Excel and Microsoft Word.

Considerable Knowledge of -

Local Budget Law, Oregon Revised Statutes, and federal regulations pertaining to accounting, budget preparation and maintenance, audit requirements and documentation preparation

Ability to -

Efficiently plan, organize and direct work schedules to meet mandatory deadlines on a daily, weekly, monthly and annual basis

Interpret and implement new regulations pertaining to accounting and budgeting

Communicate effectively both verbally and in writing to include the composition of clear and concise reports and presentation of same.

Operate 10-key adding machine by touch with speed and accuracy; personal computer and other business machines as needed for the job

Maintain effective working relationships with other employees and County Departments, officials, and community leaders

Plan, implement, monitor, and modify standardized and specialized accounting methods, procedures, forms and records to meet the needs and requirements of the County.

Be bonded.

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EDUCATION AND/OR EXPERIENCE:

Bachelor's degree with major course work in accounting or finance; seven years of progressively responsible work in governmental budgeting and accounting (two in a supervisory position); or any satisfactory equivalent of experience and training. CPA preferred.

Valid Oregon Driver License.

PHYSICAL DEMANDS:

Position requires reading reports for extended periods. Manual dexterity is required for the operation of office equipment including, but not limited to, 10-key adding machine and computer. Hearing is required sufficient to use a telephone and to communicate with others. Stress is a factor in this position. Ability to work long hours when required; often on weekends to complete assigned duties on schedule.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

Position generally works in an office environment with minimum to moderate noise levels. Occasional need to travel over night for meetings or conferences.