



**CITY OF LA PINE – JOB ANNOUNCEMENT  
ASSISTANT CITY MANAGER/FINANCE OFFICER**

Title: Assistant City Manager/Finance Officer

Pay: \$85,000 – \$100,000 DOE

Status: Full-time; 40 hours per week

Opens: 08/24/22

Closes: September 7, 2022; anticipated start date (09/22/22)

**POSITION SUMMARY**

Under limited supervision, plans, coordinates, and directs the operations of the City Finance Department; responsible for assuring the City's financial health, maintaining fiscal stability, investing City resources, and safeguarding the City's assets; directs finance, accounting, tax collection, capital project tracking, and payroll functions, develops plans to achieve financial goals; assures that accounting activities comply with state and federal regulations and City policies.

- Serves as Chief Financial Officer under the direction of the City Administrator; exercises independent judgment within broad policy guidelines; interprets policy as needed, evaluates trends, defines desired results, and develops solutions.
- Directs Finance Department operations through effective planning, and resource allocation; directs operations, including financial records, investments, debt management, financial analysis & reporting, revenues, audits, and budgets; manages tax revenue, fiscal policy, and internal controls.
- Develops plans to meet revenue and investment goals and objectives; assures compliance with state and federal financial management regulations, City policies and goals, and national accounting standards.
- Provides leadership, direction, and guidance in managing financial strategies and priorities; evaluates and analyzes financial data and develops solutions to assure the City's financial health; identifies City needs and service demands and develops plans to achieve future goals and growth objectives.
- Serves as key member of the management team and supervises and evaluates the performance of staff; monitors and directs operations when necessary and assures staff compliance with departmental policies and procedures; prioritizes and assigns tasks and projects; tracks and reviews work progress and activities.
- Serves as primary human resources officer responsible for staff management and development, compliance with state and federal employment laws and standards, recruitment, dispute resolution, enforcement of employment policies, benefits administration, and disciplinary action.

- Directs preparation of the comprehensive annual financial report and other financial reports; assists auditors as needed to review and verify the City's financial status; assures the quality of the accounting activities and work products, and the accuracy of the financial data.
- Directs preparation and management of City budgets; analyzes financial data and trends, reviews and approves revenue and expenditure forecasts; maintains long-range financial plans for significant funds and enterprises.
- Oversees the selection, installation and maintenance of automated and manual financial information and management systems, payroll information systems, and related software applications.
- Administers collection of City Transient Room Tax, including oversight of related auditing functions to ensure appropriate collection as defined by City Code.
- Administers City community support funds through management and compliance oversight of urban renewal, community giving, and TRT grant programs.
- Represents and serves in place of the City Manager, when necessary, at public meetings, events, and hearings.
- Performs other duties as business needs necessitates.

**Knowledge of:**

- Municipal organization, operations, policies, and procedures.
- State and federal rules, codes, regulations, and reporting requirements.
- State and federal employment law.
- Generally Accepted Accounting and Auditing Principles, including payroll, treasury, grant funds, and public debt management.
- Government Accounting Standards Board.
- Principles and practices of administrative management, including performance management, personnel rules, cost accounting, budgeting, contract management.
- Modern fiscal management and control principles, and treasury management practices.
- Duties, powers, authorities, and limitations of a Government Finance Officer; and legal, ethical, and professional rules of conduct.
- Techniques and practices for effective, efficient, and cost-effective management of allocated resources, and for long-range strategic and financial planning.
- Current technology tools and practices in financial administration.

**Minimum Qualifications**

- Bachelor's or Associate's degree in accounting, Finance, Business or Public Administration; AND five (5) years of financial operations management experience; OR any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job. CPA, CMA, GFOA designation or a minimum of five (5) years of direct incorporated municipality financial management experience will be given preference.

A complete position job description is available online at:

<https://www.lapineoregon.gov/administration/page/assistant-city-managerfinance-officer-recruitment>

To Apply:

To apply, an applicant must complete and submit the City's employment application along with the applicant's resume to the City no later than 5:00 p.m. on September 7, 2022. This position will remain open until filled. The City's application for employment and veteran's preference form is available online at [www.lapineoregon.gov](http://www.lapineoregon.gov)

Application and resume must be submitted in any one of the following ways: serve

E-mail : gwullschlager@lapineoregon.gov  
Mail : PO Box 2460, La Pine, Oregon 97739  
In Person Delivery: 16345 Sixth Street, La Pine, Oregon 97739

Please contact City Manager Geoff Wullschlager if you have any questions regarding the position or application process at 541-536-1432 or email at gwullschlager@lapineoregon.gov