

City of Stanfield, Oregon



POSITION ANNOUNCEMENT

Job Description: Finance and Administrative Services Director

Position Deadline: Open Until Filled

The City of Stanfield is currently accepting applications for a full time Finance and Administrative Services Director. Applications will be accepted until the position has been filled. First review date of October 6th.

Hiring Salary Range: \$55,000-\$70,000

General Statement of Responsibilities

Serving under the general direction of the City Manager, the Finance and Administrative Services Director carries out the financial and administrative operations of the city. This position performs advanced professional, technical and administrative fiscal data processing and accounting work including fulfilling annual audit requirements. This position oversees general permitting, court, utility, and city recording operations. Additionally, this position currently supervises 2 administration employees, with the possibility of more in the future.

Minimum Qualifications

- Bachelor's Degree in Accounting, Business Management, Public Administration or comparable coursework.
- **OR** any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- Ability to prepare complete and accurate financial records and reports.
- Knowledge of accounts payables and receivables.
- Considerable skill in the use of personal computers, including Excel and Word.
- Ability to learn Asyst accounting software.
- Ability to work independently, exercise judgment in determining correct procedures to follow and perform complex accounting work accurately.
- Ability to establish and maintain effective relationships with other staff and the public
- A valid Oregon Driver's License or ability to obtain one within 6 months of hire.

Application Procedure

Employment application and Job Description are available at the following locations:

- Stanfield City Hall, 160 S Main St, Stanfield, Oregon
- City of Stanfield website: <https://cityofstanfield.com/employment/>

Submit application, resume, and cover letter to:

Stanfield City Hall
Attn: City Manager
PO Box 369
Stanfield, OR 97875

For Questions regarding position:

Telephone: 541.441.3831
Email: citymanager@cityofstanfield.com