



COLUMBIA COUNTY, OREGON

JOB TITLE: DIRECTOR - FINANCE

DATE: SEPTEMBER 1, 2025

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	Finance	JOB CODE:	P0055
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E08
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Finance Department for Columbia County. Responsible for planning, organizing, and directing the activities of the department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the county's core management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Direct planning, organizing, and maintenance of the central accounting system in a manner consistent with established accounting principles and practices. Coordinate with the County Treasurer to ensure accuracy of the central accounting system.

Research, evaluate, develop, and recommend programs, procedures, and modifications to existing methods to improve the effectiveness and services of the department.

Oversee, prepare, and review statements and reports on county financial affairs in such areas as revenue, expenditure, debt, and cost for the Board of Commissioners.

Provide timely reports to the Board of Commissioners and county departments.

Review and authorize payroll, cash management, and revenue transactions.

Propose and review draft ordinances and resolutions relating to expenditures, revenues, tax levies, and other fiscal matters.

Develop financial policies for recommendation to the Board of County Commissioners. Monitor and ensure compliance with financial policies and procedures.

Consult with and advise the Board of County Commissioners on the financial condition of the county.

Make recommendations for appropriate courses of action for consideration of the Board.

Oversee details of county budget preparations; develop financial projections and forecasts to be used in budgeting process. Act as the County Budget Officer or Assistant Budget Officer when so appointed by the Board of County Commissioners.



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Monitor adherence by individual departments and the county to approved budgets.

Arrange for and secure annual audit of county financial operations.

Comply with all appropriate audit comments.

Oversee and manage the financial software of the county. Consult with contracted computer consultants when appropriate and ensure adequacy of the system to meet current and anticipated needs.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners and Director through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing departmental goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in accounting, finance, business management or public administration or related field. Seven years' of increasingly responsible experience in public finance and accounting, preferably within a county government. Previous responsibility for analysis of accounting and financial methods, procedures and records; development of recommendations and solutions; and personnel supervision. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Certified public accountant preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified Public Finance Officer (CPFO) or Certified Government Finance Manager (CGFM) credential or willingness to earn these designations. Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Broad knowledge of principles, methods, and practices of county finance, accounting and budgeting, internal control and auditing procedures, federal and state regulations pertaining to areas of responsibility. Knowledge of county government organization, functions, and relationships with other governmental jurisdictions, principles and practices of public administration, and data processing applications. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in accounting or financial software programs and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Correlate and evaluate a large volume of complex written and numerical data.



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SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: 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 essential functions.

General office environment. May require traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***