

**WILLAMALANE PARK AND RECREATION DISTRICT  
invites applications for the position of:**



**Chief Financial Officer-Business Operations  
Director**

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<b>SALARY:</b>	\$85,092.80 - \$114,899.20 Annually
<b>OPENING DATE:</b>	12/04/20
<b>CLOSING DATE:</b>	01/08/21 11:59 PM

**JOB DESCRIPTION:**

Are you a financial professional with leadership experience?

Is working for a public entity that enhances the community fulfilling for you?

If you said yes to both, check out this career opportunity!

Willamalane Park and Recreation District is seeking a Chief Financial Officer/Business Operations Director to lead our District's business functions and build processes that meet our business needs and align with our strategic goals. To be successful, you must have experience in the same or similar role, managing all business operations including accounts payable, payroll, information services, auditing and financial reporting. The successful candidate will demonstrate transformative leadership skills, excellent oral and written communication skills with diverse individuals, and fully embrace the District's core values: Respectful, Engaged, Collaboration, and Safety (RECS). Excellent compensation package including medical, dental, vision, HSA, PTO, child care, free use of fitness center, pools, and wellness classes. \$85,093-\$114,899/year DOE.

**General Statement Of Duties:** Manages, plans organizes and evaluates the activities of the Finance Services, Information Services, and Purchasing departments; does job-related work as required.

**Distinguishing Features Of The Class:** The Business Operations Director serves as the Chief Financial Officer and manages, plans, organizes, and evaluates all financial responsibilities of the district and directs all aspects of the districtwide purchasing and procurement policies and practices. The CFO supervises the work of staff in accounts payable, payroll, information services, auditing and financial reporting. As a member of the Management Team, this position assesses, completes business financial analyses, and makes recommendations to the Management Team and District Superintendent on districtwide strategies and planning. Work is performed under the direction of the District Superintendent.

**EXAMPLES OF ESSENTIAL DUTIES PERFORMED:**

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Participate as a member of the District's Management Team to establish the overall mission and direction of the District.
- Provide high-level assistance to the Superintendent and Management Team in the development of the District's strategic plan, goals and initiatives, annual budget, capital improvement program, rate and fee studies, and relationships with the District's partners.
- Initiate and facilitate significant business process improvement initiatives within the District.
- Direct and assist the information services department with a variety of complex organizational and technical work for analysis, development, installation, and maintenance of District Wide information systems
- Develop internal practices and procedures for quality control which promote sound financial and purchasing practices.
- Coordinate with Human Resources to ensure our departments work collaboratively to provide a seamless user experience for all our employees.
- Recommend, evaluate, and initiate goals and objectives related to the areas of finance, operations, purchasing, and information services.
- Direct and lead all division personnel and resources; strategically assigning, overseeing evaluations and discipline, and promoting personnel.
- Prepare annual budget for the Finance Department; monitor expenditures to remain within established budgetary constraints.
- Develop annual operating and capital budget for division and manage the approved budget.
- Oversee and coordinate details of District Wide budget preparation; develops timelines, methods, and objectives for the budget process; assists department managers in establishing priorities and determining funding levels; recommend procedures and modifications to existing methods to improve the effectiveness of the budgeting process.
- Develop, and implement policies and procedures related to finance, purchasing and procurement.
- Oversee day-to-day operations and strategic goals of the accounts receivable cycle to ensure accurate and timely service.
- Manage district-wide operational contracts such as janitorial supplies, mail, copiers, and other leased or purchased office equipment.
- Manage funds of district wide financial data bases and budgets such as the replacement plans, Capital Improvement Program, and System Development Charges.
- Assist the Director of Planning, Parks and Facilities with setting the annual and five-year Capital Improvement Program budget.
- Monitor legislative action, bills, and new legislation affecting the District; provides advice to Superintendent and Management staff.
- Analyze and evaluate financial data; maintain general ledgers; monitor cash flow; coordinate District's annual audit; recommend procedures and modifications to existing methods to improve the effectiveness of the accounting policies and procedures; monitor all fiscal operations for compliance to federal laws and district policies; maintain the five-year financial plan.
- Act as one of three trustees for the District's retirement and deferred compensation programs.
- Manages the development and implementation of district-wide administrative policies and procedures. Ensures all departmental administrative policies and procedures are consistent and current with the district.
- Manage and promote all areas of operations with technical resources, sharing of best practices and standards, and relation of major business objectives. Develop policies, practices, and procedures to plan technology implementations.
- Establish and enforce information services best practices and policies to ensure security and compliance of systems and data.
- Develop and manage policies and procedures for assuring that contracts, agreements, and other legal documents are processed, cataloged, filed, and retained to meet operational needs and compliance with Oregon Public Records law.

- Represent the district on regional and state organizations as well as civic and community groups to promote park and recreation services.

## **DESIRABLE QUALIFICATIONS:**

**Knowledge:** Thorough knowledge of management techniques, principles, and practices related to governmental operations; principles and practices of public finance and budget; generally accepted accounting principles and government accounting; auditing and financial reporting; state and federal regulations and laws pertaining to areas of responsibility; Oregon budget law. Considerable knowledge of information services; principles and techniques of supervision.

**Skills:** Advanced business writing skills; advanced communication skills that include active listening and effectively explaining complex ideas and concepts to others; Proficient managerial and team building skills; Conflict resolution and decision making skills; advanced skills using Microsoft Office Suite, and business software systems.

**Abilities:** Analyze financial methods and procedures and recommendation policy and procedure; plan and direct the activities of subordinate employees; interpret and apply laws and regulations pertaining to areas of responsibility; formulate goals, objectives, and programs to address the needs/concerns of the public and/or District employees; establish and maintain an effective working relationship with other employees, department heads, committees, outside agencies, the Board and the general public; prepare clear and concise reports.

**Required Experience And Training:** Bachelor's degree in Business Administration, Public Administration and/ or Finance with an emphasis in Accounting or related field and four years of progressively responsible experience in an administrative and managerial capacity which includes responsibility in financial management and planning and management of a business or governmental programs. Experience administering payroll functions with a HCM is required.

**Preferred qualifications:** Master's in Business Administration, CPA or Chief Financial Officer experience and or certification preferred. Experience in managing systems support is also preferred. Experience with implementation, integration and customization of financial systems. Experience using Paycor preferred.

**Physical Demands Of Position:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 30 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events. Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

**Necessary Special Requirements:** Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

## **ADDITIONAL INFORMATION:**

Shift: Full Time

Equal Opportunity Employer

Drug Free Workplace

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APPLICATIONS AND QUESTIONNAIRES NEED  
TO BE FILED ONLINE AT:  
<http://www.willamalane.org>

Position #00886  
CHIEF FINANCIAL OFFICER-BUSINESS  
OPERATIONS DIRECTOR

250 S 32nd St  
Bob Keefer Center for Sports and Recreation  
Springfield, OR 97478

[andrew.maahs@willamalane.org](mailto:andrew.maahs@willamalane.org)

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## Chief Financial Officer-Business Operations Director Supplemental Questionnaire

- \* 1. Do you have a Bachelor's degree or higher in Business Administration, Public Administration and/ or Finance with an emphasis in Accounting or related fields?  
Yes No
  
- \* 2. Do you have a minimum of four years of progressive experience in an administrative and managerial capacity which includes responsibility for financial management and planning and management of a business, special district, or governmental program?  
Yes No
  
- 3. Please indicate the industry (business, special district or government), and years of experience in each industry.
  
- \* 4. Do you possess a thorough knowledge of management techniques, principles, and practices related to governmental operations; principles and practices of public finance and budgeting; generally accepted accounting principles and government accounting; auditing and financial reporting; state and federal regulations and laws pertaining to areas of responsibility; Oregon budget law; Considerable knowledge of information services; principles and techniques of supervision?  
Yes No
  
- \* 5. Describe your experience with implementing/updating new business/financial software. Please include timelines and impact to the organization.
  
- \* 6. Please provide an example of your experience with developing budgets and revenue goals, including strategies used and outcomes.
  
- \* 7. Provide your assessment of the programs and services Willamalane Park and Recreation District offers.
  
- \* 8. Describe a time when you created a high performing team with various departments and stakeholders. What was the common goal, challenges and outcome?
  
- \* 9. Willamalane employees are expected to fully embrace the District core values, which are called R.E.C.S. (Respectful, Engaged, Collaboration and Safety). Please provide an example from your professional career that demonstrates each of these values.
  
- \* 10. Willamalane has recently created a diversity, equity and inclusion (DEI) program that includes a DEI committee, strategic plan and staff position. What DEI goals and objectives would you recommend for the finance department?
  
- \* Required Question