Opportunity Profile

Finance Manager

Oregon Cascades West Council of Governments

Serving Benton, Lincoln, and Linn Counties Since 1975

541.812.2000 www.OCWCOG.org

The Opportunity

We invite you to lead innovative changes in support of a growing Region in the Pacific Northwest. This position will oversee all aspects of the day-to-day operations of the Finance Department, including preparation of the annual budget, annual audit and accounting systems, leadership and training to a staff of finance and accounting professionals, and staff engagement, and ensuring quality service delivery to a wide range of internal and external customers. The Finance Manager provides excellent service and strategic direction to Senior Management. In addition, they will help build a business services program to better serve our member governments and the communities they serve.

This is an exciting opportunity for someone with the enthusiasm to do things differently and who has a strong foundation of government accounting and finance experience. Thoughtful, energetic Finance Manager who are collaborative, focused on staff excellence, have a solid grasp of innovative technologies and practices, have clear communication, take initiative, and foster trust will thrive in this position.

The Organization

Oregon Cascades West Council of Governments (OCWCOG) was formed in 1975 as a voluntary association of governments. Our members include the three counties of Linn, Benton, and Lincoln; 20 cities; the port of Newport; and the Confederated Tribes of Siletz Indians. Geographically, OCWCOG spans a Region from the crest of the Oregon Cascade Mountain range to the Pacific Ocean. OCWCOG helps communities collaborate to solve problems and connects member governments, businesses, and individuals with a wide array of resources.

Based in Albany, Oregon, OCWCOG is governed by a Board of Directors, with one representative, usually an elected official, representing each member government.

As an Oregon intergovernmental entity, OCWCOG carries out a variety of local, State, and Federal programs, and can provide for, or on behalf of, its member governments any service that they are authorized to provide, such as helping businesses find appropriate capital, helping seniors and persons with disabilities plan for independent living, or coordinating local road improvement priorities. Most of its funding is provided by way of contracts to administer specific services.

OCWCOG employs approximately 160 staff. Non-management employees are represented by the Service Employees International Union (SEIU). OCWCOG maintains offices within each of our Counties, with the administrative staff and the majority of employees working out of the OCWCOG-owned Cascades West Center in Albany. The OCWCOG facility in Toledo is home to our Senior and Disability Services (SDS) staff that serves clients in Lincoln County. A leased space in Corvallis houses both SDS staff, Benton County Veterans Services, and staff that support the Corvallis Area Metropolitan Planning Organization, and community and economic development.

More information is available at OCWCOG's website, www.OCWCOG.org.

OCWCOG Programs

Community and Economic Development

Community and Economic Development provides Region-wide services in the areas of community facility development, business lending, economic development planning, and inter-jurisdictional collaboration.

Transportation Services a part of our Community and Economic Development Department, provides non-emergent medical transportation services, transportation options, bikeshare, and transportation planning and programming services for the Albany and Corvallis metropolitan areas.

Community Services

Community Services provides *Meals on Wheels* services, Senior Corps programs, a *Money Management Program*, Veterans services, mental health assessments, and innovative community service programs in food, community public health, and other related areas.

Benton County Veterans Services aids in obtaining all benefits that veterans are entitled to receive.

General Administration

General Administration provides staffing to deliver comprehensive, association-wide Technology Services management, Human Resources and Financial Services internally and to many member jurisdictions.

Human Resources provides day-to-day recruitment, care, and management of OCWCOG's approximately 160 employees.

Accounting and Financial Services oversees and manages the $39 million OCWCOG budget, and finances for the more than 200 programs of the agency.

Technology Services delivers comprehensive, association-wide Information Technology management. Services include network implementation, software and website development, computer and phone maintenance, consulting, and project management for OCWCOG departments.

Senior and Disability Services

Senior and Disability Services provides Federal, State, and local programs to support the long-term care of seniors and persons with long-term disabilities. These services are provided in all three Counties.

About the Finance Manager Position

This is an opportunity for an experienced Finance professional to manage and provide all aspects of Finance expertise to OCWCOG senior leadership, management team, staff, and members. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence. This position oversees and provides support in the areas of annual budget preparation, the annual audit, and the day-to-day operation of the finance team, training and development, wage and hour law, contract and policy development, and employee relations. The Finance Manager champions a positive organizational culture, encourages teamwork, while providing leadership and guidance to staff ensuring a high level of performance and compliance with Agency, State, and Federal rules and regulations.

This position reports directly to the Finance Director, and works closely with agency Program Directors, managers, and the Executive Director.

Core Functions

Prepare, develop, administer, collaborate with, oversee and/or maintain:

- Supervision of two (2) FTE;
- Daily operation of the Finance Department;
- Agency financial policies;
- Agency's accounting practices;
- Internal controls;
- Department workload;
- Support member jurisdictions;
- Timely completion and filing of agency quarterly reports (i.e., United States Department of Agriculture report IRP, Veterans Services reports, Economic Development Administration, Revolving Loan Funds, quarterly reports, Workers Compensation annual report, Oregon Department of Transportation – MPO reports); and
- Monthly financial reports.

The Ideal Candidate Profile

The successful Finance Manager candidate will be mission-driven and high performing, and will think-beyond-bureaucracy in service to our programs and 27 members within Linn, Benton, and Lincoln Counties.

The ideal candidate will have a broad background with experience in Governmental Finance and Accounting principles and practices, wage and hour law, strategic workforce training and planning. He/she will have effective and tested leadership skills, with the ability to develop trust and collaboration with staff, management, and Union leadership. The ideal candidate must have the ability to motivate staff and maintain a working environment of teamwork and innovation.

The successful candidate must demonstrate creativity and an entrepreneurial orientation to identify ways to better serve the staff, association, and members in Finance related activities. He/she will be proactive in informing the Executive Director and the Finance Director about significant financial issues and opportunities.

The ideal candidate will be politically astute, and able to maintain unquestionable integrity, transparency, have well-honed communication skills, strong positive work ethic, and the ability to explain policy and financial information to a wide variety of audiences. The candidate must have demonstrated skills in fostering positive internal and external relations and partnerships. He/she must be able to make the tough decisions when necessary and have excellent follow-through on commitments.

Candidates should possess a Bachelor's degree with major course work in finance or business administration, along with five years of progressively responsible accounting experience, which includes payroll processing, internal control practices, financial audits, project management, and financial analysis and at least four years of progressively responsible managerial experience. Experience in governmental accounting desirable. Additional experience may be substituted for educational requirement on a year-for-year basis; OR, any satisfactory combination of education, training, and experience that demonstrates the knowledge, skills, and abilities to perform the job.

Compensation Package

The starting salary for the Finance Manager will be dependent upon qualifications and experience. A step increase may be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. OCWCOG offers an attractive benefits package including:

- **Retirement** - OCWCOG pays both the employer's percentage, and the employee's six percent (6%) contribution into the Oregon Public Employees System (PERS). Both the employer and the employee contribution are factored on the employee's gross monthly income. In addition to PERS, OCWCOG pays into Social Security.
- **Insurance** - For select plans, OCWCOG currently pays one hundred percent (100%) of the insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term and short-term disability.
- **Holiday Leave** - OOCWCOG provides ten and a half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.
- **Management Personal Leave** - Eighty (80) hours of additional personal leave is provided each fiscal year. This leave must be used within the fiscal year and cannot be carried over into the next fiscal year.
- **Additional Benefits** - Deferred Compensation, long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in a pre-tax Health Savings Account or Flex Spending Account.
- **Sick Leave** - Full time employees accrue eight (8) hours of sick leave each month.
- **Vacation** - Full time employees accrue vacation leave each month according to the following schedule:
    - 0-36 months - 8 hours/month
    - 37-72 months - 10 hours/month
    - 73-144 months - 14 hours/month
    - 145 months & above - 16 hours/month

Make Our Valley Your Home

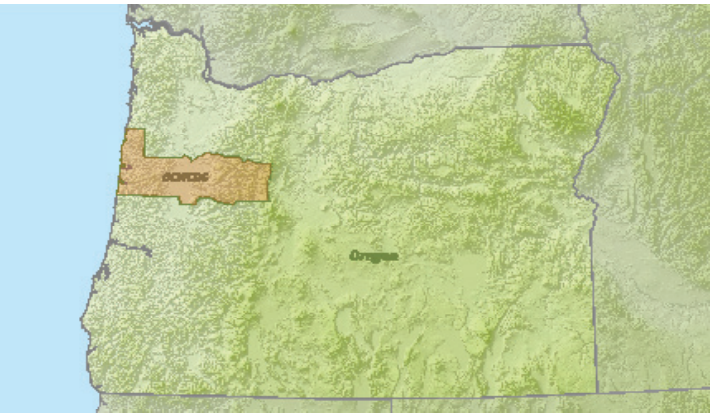
About the Region

Oregon Cascades West Council of Governments' (OCWCOG) member agencies are in the Willamette Valley and the Central Oregon Coast, located within Benton, Lincoln, and Linn Counties. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

The **Willamette Valley** is located at the foot of the Oregon Coast Range and comprises some of the most fertile farmland in the Northwest. Stretching from just below the Oregon-Washington border to the city of Eugene, the Willamette Valley has long been considered the heartland of Oregon. OCWCOG serves two Counties in the Valley – Benton and Linn which contain the Region's two biggest cities – Corvallis and Albany, Oregon State University, 18 smaller and diverse jurisdictions, including Lebanon and Philomath, and a multitude of housing, school, dining, and shopping options.

The OCWCOG is located in the southern tip of the Valley and a one-hour drive to Portland and 40 minutes to Eugene – the Region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG funding agencies and partners are located. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Willamette Valley is further divided into two distinct wine appellations, both known for rich and robust Pinot Noir and exceptional Pinot Gris, that is home to more than 200 wineries. Hazelnuts, raspberries, blackberries, and Christmas trees are also major exports of the Valley.



The **Oregon Coast** is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOGs presence in Lincoln County, and provide access to multiple working ports, harbors and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Administration (NOAA) and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

The quaint communities in Lincoln County offer an amazing variety of restaurants, shops, museums, galleries, and a world-class aquarium. There is also an abundance of recreational activities to choose from, such as deep-sea fishing, whale watching, hiking and camping, kite flying, golfing, clam digging, and crabbing.

Entertainment and Recreation

Our Region is unparalleled for access to the full range of winter and summer sports and recreation, from wine tasting to hiking, there is something for everyone in our Region.

Oregon boasts the longest ski season in North America, where the slopes open as early as October and continue into April or May. Our Regions' closest resort is Hoodoo. Hoodoo Ski Area offers more than 800 acres of terrain, 34 runs, five lifts, and one of the largest tubing parks in the West.

In the Spring, Summer, and Fall you can camp or hike the Cascades Mountains, smaller County and City trails, tube, paddle, and raft, as well as fish (Chinook Salmon, Steelhead, and Dungeness Crab), hunt, or go birding. Our Region has one of the largest systems of hiking trails in the Country – Mary's Peak, which is also the highest point in Oregon's Coast Range – all in our own backyard. Mary's Peak often ranks highest in use by bike riders. All our biking and hiking trails are well-maintained and used frequently for commute and recreation pleasure.

Coastal entertainment includes whale watching, deep sea fishing, and coastal festivals. Our wine, beer, and food industries also have numerous festivals, tastings, and samplings. Forty minutes south of our Region, the City of Eugene hosts the only North American Truffle Festival annually.

The award-winning vineyards in and around our Region offer tours and tastings to satisfy the most discerning palate; more than 700 of them are bottling Oregon's world-famous pinot noirs, pinot gris and rieslings. But there's more to the Willamette Valley than its wine. There are also acres of farms raising the organic livestock and produce sold at the local restaurants and markets you'll find in the historic towns here — all of which are connected by miles of cycling and hiking routes.

There are enough fields of flowers, winding rivers, covered bridges, hot springs and scenic waterfalls to fill a month of Sunday drives. Explore the rugged and productive Coast and the ancient obsidian flows of the Cascade Range in the same day. There's rarely a weekend without a rodeo or a craft brew fest. There are plenty of hotels, but also sleepy tipis, vintage trailers, and treetop campsites to sleep in, if you're over hotels.

Finding something to do in the Willamette Valley won't be hard to do, telling your friends and family back home that you aren't leaving might be.

According to the Oregon Values and Beliefs Project, on the whole, Oregonians value the State's natural beauty and abundant outdoor recreation opportunities. In their own words, the residents of the State describe what they value about living in Oregon as the "friendliness of the people," "Oregon's climate," "Natural landscapes," "cleanness of air and water," "green landscape," "forests and mountains," and "open spaces."

Housing and Walkable, Bike-Friendly Communities

How and where will you want to live? Do you prefer open space and lots of land? Or how about a cozy urban apartment? Would you prefer a home with a walk to the beach or to a trail in a National forest? Our Region offers all these housing options and more. Our largest cities all have walkable and bicycle-friendly communities and adjoining suburban developments affording any price point or amenity. Our largest city, Corvallis, has the third, largest bike commute rate in the country. (It's also home to our *Pedal Corvallis* bikeshare program.)

The cities of our Region are connected by a public bus transportation system, allowing our residents to travel throughout the Region without a vehicle, easily and affordably.

Our Region offers large tract farm and ranch housing, coastal access communities, and mountain villages and towns. Each of these housing options is within an hour-drive of nearly every other community in our tri-County Region. A Coastal-to-Cascades commute for work, recreation, or easy transportation out of the Region (to Portland, Eugene, or beyond) effortless.

Food and Farm-to-Table Life

Farm-to-table is the staple of life in our Region. Throughout Oregon, and the Willamette Valley specifically, grows virtually every domestic edible commodity. The Pacific Ocean provides a bounty of sustainably caught tuna, crab, cod, shellfish, and many other aquatic edibles. Farmers markets and farm stands offering their incredible fruits and vegetables, and fish bought right off a fishing fleets make for the freshest meals possible.

- Oregon is the largest producer of hazelnuts in the U.S., producing 95% of all hazelnuts each year.
- Oregon is known for developing the marionberry and is still one of the only producers of marionberry. The State is known for its blueberries, raspberries, blackberries and strawberries.
- Oregon produces some of the best pinot noir in the country, most in the Willamette Valley.
- On Oregon's Coast, the Dungeness crab season runs more than six months.
- Wild mushrooms are abundant throughout our Region and Oregon.
- Produce from apples to zucchini is available seasonally throughout Oregon.

An abundance of farmer's markets and grocery stores carry locally grown produce, meat, and seafood, making the farm-to-table lifestyle simple.

Schools and Education

Our Region is home to some of the best schools in the State in all categories – pre-school to doctorate. We consistently rank high in academic categories in public schools and have several well ranked private and parochial schools, as well.

Our major research and training universities and colleges also attract top notch students and world-renowned faculty. Founded in 1868, **Oregon State University** is the State's Land Grant University and is one of only two universities in the U.S. to have Sea Grant, Space Grant, and Sun Grant designations.

Linn-Benton Community College houses more than 7,000 students attending full-time, making LBCC one of the largest community colleges in Oregon, with over eighty programs and certificates.

The **Oregon Coast Community College** (serving Lincoln County) serves 1,900 students, with over 200 courses, focuses on business, applied science, and general studies.

How to Apply

The position will remain open until filled. Interested candidates should **submit a resume and a cover letter** describing why you are the ideal candidate for tthe Finance Manager as described in the previous section.

Our first application screening is **Thursday, January 24, 2019**, but we may close the announcement at any time, when we have received an adequate number of applications. We cannot guarantee that we will consider applications received after the screening date. We encourage interested applicants not to delay in applying.

Human Resources
Oregon Cascades West Council of Governments
1400 Queen Avenue SE, Suite 201
Albany, OR 97322

You may **EMAIL** your application materials to us at hrrecruit@ocwcog.org. **In the subject line please include the position title**. You will receive confirmation of receipt only if you submit via email.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax, or which may be lost through the mail.

SUBMIT only the required materials. Reference letters or work examples should be kept for interviews.

Veteran's Preference – OCWCOG provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting an OCWCOG Veteran's Preference Form (available on the OCWCOG's website at www.OCWCOG.org/Careers) and the required documentation with his/her application material.

OCWCOG is committed to affirmative action, equal employment opportunity and workplace diversity.

Oregon Cascades West Council of Governments
1400 Queen Avenue SE, Suite 201
Albany, OR 97322
541.967.8720 (p) 541.967.6123 (f)
www.OCWCOG.org
www.StateoftheRegion.org
Executive Director: Fred Abousleman
January 2019