



**WEST MULTNOMAH**  
Soil & Water Conservation District

## **Budget & Fiscal Manager** — POSITION OPENING (2022)

### **Who We Are**

The West Multnomah Soil & Water Conservation District is a publicly funded local government (special district) conservation organization located in Portland, Oregon. Our mission is to provide resources, information, and expertise to inspire people to actively improve air and water quality, fish and wildlife habitat, and soil health. We do this by providing conservation planning services and technical and financial assistance to landowners and land managers in our District.

We are pleased to announce our search for a **Budget & Fiscal Manager**. This position is responsible for planning, organizing, managing, and directing accounting, disbursements, purchasing, financial reporting, auditing, budget development and compliance, payroll administration, and other financial functions for the District.

### **What You Will Do**

Duties include preparing monthly and annual financial reports, ensuring that District accounting practices and financial reports are compliant with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), state and federal law, and the District's policies, procedures, and other guidelines. In addition, this position is responsible for gathering and consolidating detailed support for the annual budget and ensuring compliance with Oregon Budget Law. Other responsibilities include evaluating, developing, implementing, and managing District internal controls, financial policies, and procedures; reviewing financial transactions to ensure alignment with the adopted budget, and accounting and reporting requirements; and managing efficient and effective month-end and year-end closing processes.

In addition, this position oversees administrative contractors (e.g., information technology service provider, health insurance agency, bookkeeper, and payroll service provider) and works closely with the District Manager and Board Treasurer in reviewing the District's monthly financial statements and communicating budgetary, financial, and audited information to the Board. The Budget & Fiscal Manager also works closely with the Tax Supervising & Conservation Commission (TSCC), the external auditor, and financial and administrative personnel of the Oregon Department of Agriculture, the U.S. Department of Agriculture Natural Resources Conservation Service, and the Oregon Watershed Enhancement Board on grant-related issues. The Budget & Fiscal Manager reports directly to the District Manager and serves on the District's Leadership Team.

### **Qualifications**

#### ***For this position, we require:***

- Bachelor's degree in accounting, finance, economics, statistics, business administration, public administration, or related field.
- Five (5) years of progressively responsible budgeting, financial management, business or related experience or an equivalent combination of education and experience.
- Commitment to the District's work on diversity, equity, and inclusion, including utilizing tools such as an equity lens in decision making.

***The following qualifications are helpful in this role:***

- Experience with and knowledge of Oregon Local Budget Law or a demonstrated willingness and ability to learn Local Budget Law.
- Experience with and knowledge of Oregon public contracting rules and law or a demonstrated willingness and ability to learn Oregon public contracting rules and law.
- Advanced Microsoft Office Suite (Word, Excel, Outlook, Teams) skills or a demonstrated willingness and ability to become an advanced user.
- Advanced information and records management skills or a demonstrated willingness and ability to develop skills for organizing and managing records in compliance with state retention requirements.
- Experience developing and managing an annual work plan and administering a program budget for a financial or administrative program.
- Certified Public Accountant or Certified Public Finance Officer.
- Possess a valid driver's license.

Specific responsibilities can be found in the detailed position description below.

## **Compensation and Benefits**

The Budget & Fiscal Manager position is full-time (exempt) with a salary range from \$6,282- \$9,718 per month. This can be a hybrid position based in Oregon (in-office work from our office in Portland combined with remote work).

We offer a generous [benefits package](#) which includes medical, dental, and vision coverage, short and long-term disability, life insurance, Oregon Public Employees Retirement System (PERS) participation, optional employee-contribution retirement plan, health reimbursement arrangement (HRA) plan, cell phone stipend, wellness program, employee assistance program, ten paid holidays, alternative/flexible work schedules, personal time, sick leave, and paid vacation leave.

## **To Apply**

If you are interested in joining us, we encourage you to apply! For confidential consideration, please submit a cover letter and resume to: [recruitment@cascadeemployers.com](mailto:recruitment@cascadeemployers.com) with the subject line "WMSWCD Budget & Fiscal Manager." Your cover letter and resume should include details adequate to evaluate how you meet the required and, as relevant, preferred qualifications. Complete applications must be received by January 4, 2023. Cascade Employers Association is assisting with this recruitment.

Applicants are eligible for Veterans' Preference when applying with West Multnomah Soil & Water Conservation District. For more information on required materials to submit, please see our [Veterans' Preference Policy](#).

West Multnomah Soil & Water Conservation District is an equal opportunity employer and does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status.

# BUDGET & FISCAL MANAGER

## POSITION DESCRIPTION

### FY23

#### SECTION 1. POSITION INFORMATION

- **Working Title:** Budget & Fiscal Manager
- **Job Status:** Full time (40 hours), exempt
- **Compensation Range:** \$6,282 – \$9,718/month
- **Work Location:** 3236 S Kelly Avenue, Portland, OR; hybrid options available
- **Eligible for Overtime Pay:** No, but eligible for compensatory time
- **Benefits:** Please see our [employee benefits summary](#) for details

#### SECTION 2. POSITION SUMMARY

This position serves as the Fiscal Manager for a local government agency (a special district) and is responsible for planning, organizing, managing, and directing accounting, disbursements, purchasing, financial reporting, auditing, budget development and compliance, payroll administration, and other financial functions for the District. Duties include preparing monthly and annual financial reports, ensuring that District accounting practices and financial reports are compliant with GAAP, GASB, state and federal law, and the District's policies, procedures, and other guidelines; gathering and consolidating detailed support for annual budget, drafting the budget message, and ensuring compliance with Oregon Budget Law; evaluating, developing, implementing, and managing District internal controls, financial policies, and procedures; reviewing financial transactions to ensure alignment with the adopted budget, and accounting and reporting requirements; and managing efficient and effective month-end and year-end closing processes.

In addition, this position oversees administrative contractors (e.g., information technology service provider, health insurance agency, bookkeeper, and payroll service provider) and works closely with the District Manager, the District's Board Treasurer in reviewing the District's monthly financial statements and communicating budgetary, financial, and audited information to the Board. The Fiscal Manager also works closely with the Tax Supervising & Conservation Commission (TSCC), the external auditor, and financial and administrative personnel of the Oregon Department of Agriculture, the U.S. Department of Agriculture Natural Resources Conservation Service, and the Oregon Watershed Enhancement Board on grant-related issues. This is a full-time, at will, exempt position supervised by the District Manager. The position serves on the District's Leadership Team.

## SECTION 3. DESCRIPTION OF DUTIES

### Financials and Audits

- Prepare the District's monthly financial statements for Board of Directors and year-end financial statements for audit.
- Coordinate with outside firm conducting the District audit and provide auditor requested documentation and schedules.
- Implement improvements to accounting system and financial controls in response to Auditor recommendations, if any.

### Budget Development and Management

- Assist the District Manager, who serves as the Budget Officer, during the development of the District's annual fiscal year budget; ensure compliance with Local Budget Law.
  - ❖ Develop the annual budget calendar for staff and board.
  - ❖ Work with District Manager and staff to develop the District's annual budget.
  - ❖ Prepare the annual budget message and accompanying schedules for the District's Budget Committee.
  - ❖ Facilitate the Budget Committee's review, receipt of public comment, discussion, modifications and approval.
  - ❖ Update the Budget Committee's approved budget for the latest fiscal year-end information and prepare proposed modifications for the District Manager to present at the District's Budget Hearing.
  - ❖ Complete all required adopted budget submissions to county assessors and Government Finance Officers Association award program.
- Work with the District Manager and staff to monitor and manage the budget throughout the fiscal year.
- Work with the District's Board Treasurer and District Manager to develop budget revisions, supplemental budget and other items as needed for the District's Board's awareness, approval and/or adoption.

### Fiscal Oversight

- Provide fiscal oversight of the District's financial system:
  - ❖ Work closely with/oversee the work of the District's contracted/external bookkeeper to ensure accuracy and completeness of data entered into QuickBooks financial accounting system, reviewing all invoices for appropriate documentation and approval prior to payment.
  - ❖ Ensure payroll files are complete and all information is updated and accurate, including wages, exemptions, deductions, and employee benefits.
  - ❖ Work with the District's Board Treasurer to develop and/or revise (subject to Board approval) fiscal policies and procedures to ensure strong fiscal controls and compliance with appropriate accounting standards.
  - ❖ Develop ad hoc financial reports for the Board, the District Manager, and other staff as needed.
- Work with District Manager, Office Manager and other staff to manage the financial and contractual aspects of conservation area contracts, agreements, grants, and other District activities.
- Develop and manage fiscal annual work plan.

- Report monthly on work plan progress, accomplishments, or other highlights.
- Assist District Manager in monitoring expenses and budgets for all program areas.
- Provide monthly budget update to board treasurer and District Manager for board meetings.

#### **SECTION 4. MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting, finance, economics, statistics, business administration, public administration, or related field.
- Five (5) years of progressively responsible budgeting, financial management, business or related experience or an equivalent combination of education and experience.
- Must be committed to the District's work on diversity, equity, and inclusion, including utilizing tools such as an equity lens in decision making.

#### **SECTION 5. PREFERRED KNOWLEDGE SKILLS AND ABILITIES**

- Experience with and knowledge of Oregon Local Budget Law or a demonstrated willingness and ability to learn Local Budget Law.
- Experience with and knowledge of Oregon public contracting rules and law or a demonstrated willingness and ability to learn Oregon public contracting rules and law.
- Advanced Microsoft Office Suite (Word, Excel, Outlook, Teams) skills or a demonstrated willingness and ability to become an advanced user.
- Advanced information and records management skills or a demonstrated willingness and ability to develop skills for organizing and managing records in compliance with state retention requirements.
- Experience developing and managing an annual work plan and administering a program budget for a financial or administrative program.
- Certified Public Accountant or Certified Public Finance Officer.
- Possess a valid driver's license.

#### **SECTION 6. DESIRED INTERPERSONAL AND PROFESSIONAL ATTRIBUTES AND ABILITIES**

- Passion for the District's mission and willingness to develop and retain a working knowledge of conservation and natural resource management.
- Flexibility and adaptability in performing job duties and managing multiple tasks concurrently.
- Plan and organize work to meet required deadlines.
- Maintain positive, collaborative relationships with co-workers, Board of Directors, and external partners.
- Take initiative, be resourceful, and have strong problem-solving skills, but also know when to ask for help.

- This is a position of high public trust. The highest ethical standards must be maintained at all times.

## **SECTION 7. WORK ENVIRONMENT**

- Works primarily in an office setting, working at a desk; using a computer; working or standing at a table; and other activity typical of a professional work environment.
- Occasionally (e.g., 4 to 5 times per year) requires flexible hours outside the employee's work schedule to accommodate evening board meetings and weekend events.
- May require travel to conferences, workshops, training sessions, and daytime meetings outside the office.
- Although the District has some vehicles available, occasional use of an employee provided vehicle or employee secured vehicular transportation may be required, with reimbursement provided.
- Use common sense and good judgment in work habits, to follow safe work practices, and to immediately bring any unsafe conditions to the attention of others.