

# Employment Opportunities

600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1570  
[www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs)



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## Finance Manager

(Manager II)

Internal and general recruitment

<b>Status:</b>	One full-time position
<b>Department:</b>	Finance and Regulatory Services
<b>Work location:</b>	600 NE Grand Ave., Portland, Oregon
<b>Salary range:</b>	\$85,577 - \$121,556 annually This position is not represented and is exempt
<b>Recruitment number:</b>	FRS-1420-Aug10
<b>Application deadline:</b>	August 26, 2010

**Internal applicants** must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

**Please carefully follow application procedures at the end of the announcement.**

### Background

Metro is a charter-based regional government that serves 1.5 million people who live in the 25 cities and three counties of the Portland metropolitan area. A regional approach is important when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center which benefits the region's economy. Metro's services protect the nature and livability of our region. Metro's proposed budget for FY 2010-11 is \$425 million with an operating budget of \$350 million.

### Position summary

This position is a member of a centralized team of Finance Managers under the direction of the Director of Finance and Regulatory Services (FRS). The position serves as a high-level advisor to the Director on a broad range of financial matters for the organization, including financial policies, internal controls and long-term funding strategies. This position also provides direct planning, guidance, and oversight of the budget development, capital improvements planning (CIP), grants administration, financial reporting, and internal financial controls of an assigned Metro center or service (department). Finance managers are embedded members of the assigned center's management team and work directly with the center's director, program and project managers.

This position will be assigned and located within Metro's Parks and Environmental Services (PES) and also serves concurrently as the finance manager for the Sustainability Center. The PES finance manager oversees a work unit of seven: a supervisor, a lead analyst and five other analysts. The annual operating budgets of the two assigned centers exceed \$134 million, including general and dedicated enterprise revenue funds as well as general and bonded capital funds.

## Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

### For the Parks and Environmental Services and Sustainability Centers

- Develops and implements policies, procedures and performance standards to assure efficient and effective management, transparency and accountability for assigned centers' finance, accounting, procurement, grants, capital and bond operations.
- Coordinates the annual operating and capital budget for assigned areas, working with directors and program managers inside assigned areas and with the agency budget coordinators and Finance Team. Advises directors and managers in assigned areas about the financial and operational performance of programs and projects using budget variance reports and forecasts.
- Assures financial operations are consistent with Metro policies, grant goals and bond covenants, including development and implementation of department policies and procedures in consultation with the centers' directors and FRS director.
- Maintains financial schedules for the acquisition and disposal of capital assets for assigned areas.
- Oversees and insures grant compliance with Federal, state and granting agency regulations. Prepares or oversees grant billings, reports and annual audit schedules.
- Assures maintenance of all financial and grant records, electronic and paper, in accordance with grant requirements or Metro retention schedules, whichever are more stringent.
- Oversees procurement processes within the centers, including contracting, requests for bids/proposals, and contract administration, and various forms of accounts payable including contract payments, Purchasing Cards, wire transfers and payment authorizations.
- Establishes and administers internal financial controls and reporting procedures including financial control for and reporting of contracts, grants, gifts, donations and cash-handling in accordance with Metro and grant requirements. Assists and oversees the preparation of underlying work papers and documents for the Comprehensive Annual Financial Report, Single Audit, monthly and quarterly financial reports for assigned areas.
- Works collaboratively with managers in assigned areas to identify challenges and implement efficient business processes and best management practices.
- Provides full supervision over the finance, procurement and payables staff within assigned areas, with primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary actions, motivating, handling grievances, disciplining and discharging employees. Manages the work activity of assigned staff either directly or through a subordinate manager and lead worker.

### For Finance and Regulatory Services

- Leads and/or participates in Finance and Regulatory Services (FRS) projects to develop, promote and invigorate agency policies, procedures and performance standards to assure efficient and effective management of operations.
- Participates in the development of Metro's long range and strategic financial planning, including developing, maximizing and maintaining operating revenues.
- Participates as a member of the agency Finance Team (budget coordinators, finance managers and accounting managers) in implementing and supporting program budgeting and performance measurement at Metro.
- Designs financial models and creates and/or evaluates proposals for changes in operations.
- Provides financial, operational and policy analysis and other consulting services throughout the agency.
- Performs related duties as assigned.

## Minimum Requirements

A Bachelor's degree in Finance, Accounting, Public Administration, or a related field, and six years related progressively responsible experience, the majority of which is in the government sector. The experience should include budget development and oversight, financial analysis and reporting, and grants administration, accounting and management; or any combination of education and experience, which provides the applicant with the knowledge, skills and abilities, required to perform the job.

## Knowledge, skills and abilities

- Knowledge of principles and practices of governmental budgeting and budget control.
- Knowledge of principles, practices and techniques of organizational, financial and administrative analysis.
- Knowledge and experience in the use of financial system and enterprise accounting software. (Metro uses PeopleSoft as its enterprise system).
- Knowledge and experience with federal grants administration, cost accounting, audit and contract issues. Direct experience applying and interpreting federal cost principles (OMB Circular A-87), single audit requirements (OMB Circular A-133); experience with Grant Management Guidelines (FTA Circular 5010), Third Party Contracting (FTA Circular 4220), and DBE is desirable.
- Knowledge of principles and delivery of superior customer service. Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.
- Knowledge, skill and ability in dealing effectively with employee conflict and resolutions.
- Ability to foster workplace diversity values and outreach in program execution and delivery.
- Ability to provide planning, leadership, and technical oversight in developing goals and objectives for assigned area.
- Ability to communicate successfully with Metro executive staff and managers, the public, and various interest/business groups.
- Ability to develop policy and project alternatives, criteria, and recommendations.
- Ability to select, train, supervise, coach and evaluate staff. Knowledge of principles of supervision, motivation, training and performance evaluation.
- Ability to lead teams and assist in continued training for the growth of individuals.
- Ability to establish, inspire and maintain cooperative working relationships with management and staff.
- Ability to continuously seek ways to improve efficiencies and service to the public.
- Ability to strategically weigh risks and benefits of actions, prior to taking action.
- Ability to embrace change and innovation when appropriate.

**Benefits:** Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

**Immigration law notice:** Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

**Equal employment opportunity:** All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

**Veterans' preference:** Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

## Application procedure

This position opens to internal and general candidates on August 5, 2010.

### To apply, submit the following

1. Cover letter describing your experience as it directly relates to the essential duties of this position.
2. Metro standard application form  
Applicants may also include a resume in addition to, but not as a substitute for, the Metro standard application form
3. Responses to the required supplemental questions listed below

4. List of five work-related references with current telephone and electronic contact information. References must be familiar with work you performed within the last ten years

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

## Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
  - The responses must be addressed individually and included with the application on a separate sheet(s).
  - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
  - Your responses will be used as part of your application evaluation.
1. **Give examples of your experience budgeting for and operating programs with multiple funding sources, including the relative sizes, types of funding and fund accounting. What challenges did you encounter? How did you assure that dedicated funds were expended only for permitted activities within the program?**
  2. **Discuss your experience managing grants, including the types of grants and granting agencies. Were the grants subject to A133 single audit requirements? Were there any findings reported and how did you resolve them?**
  3. **Describe your experience in developing or managing cash controls for multiple sites including sites where you are not generally present.**
  4. **Describe your preferred approach to business case development and analysis. How do you view the respective responsibilities of finance staff and program or project staff?**
  5. **What techniques have you used to convey complex financial information to both technical and non-technical audiences?**
  6. **Describe your experience in recruiting, selecting, evaluating and motivating professional and administrative staff.**

## Submit your application

**Deadline:** 5 p.m., August 26, 2010

**E-mail:** [jobs@oregonmetro.gov](mailto:jobs@oregonmetro.gov)  
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

**Mail or drop off:** Metro Human Resources Department  
600 NE Grand Ave, Portland, OR 97232

**Fax:** 503-797-1798

## Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

## Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs) and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

## An Equal Opportunity/Affirmative Action Employer