



CITY OF TANGENT

P.O. Box 251
Tangent, OR 97389
www.TangentOR.gov

Page 1 of 1

FINANCE DIRECTOR POSITION DESCRIPTION

Essential Duties:

- Prepare monthly and annual fiscal reports.
- Oversee the annual audit for the City.
- Develop and maintain internal controls.
- Maintain City lien records.
- Inform City Manager to transfer funds between City accounts.
- Oversee compliance with grants.
- Develop finance-related ordinances and resolutions.
- Apply Generally Accepted Accounting Principals.
- Fill in for City Manager at meetings when needed.
- Manage and coordinate building permits.
- Oversight of monthly utility billing.
- Develop, prepare, and present Yearly Budget.
- Manage cash/cash receipts.
- Complete Payroll & quarterly/yearly payroll reports.
- Maintain Accounts Receivable.
- Maintain Accounts Payable.
- Prepares and distributes checks and supporting documentation
- Performs the duties of a receptionist by answering the telephone and assisting the public at the front desk, directing and/or answering questions.
- Files and/or scans all paperwork.
- Travels to the Post Office daily to pick up mail, post agendas at the Post Office and City Hall, and deliver mail to the Post Office when needed.
- Maintains professional development through formal and informal training and membership in a professional organization.
- Other duties as assigned.

Minimum Qualifications:

- An associate degree in Finance, Accounting, Business Administration, or a closely related field.
- Public or private sector experience in finance and accounting is sought.
- Substitution, three years or more in a position with accounting duties, setting up budgets, tracking budgets, and tracking expenditures.

City Hall
32166 Old Oak Dr.
Tangent OR 97389

www.TangentOR.gov
Phone: 541-928-1020

Office Hours
Monday – Friday
9:00 A.M. – 4:00 P.M.