



WORKING TITLE: FINANCIAL SERVICES MANAGER	CLASSIFICATION: FINANCIAL SERVICES MANAGER
DEPARTMENT: ADMINISTRATION	DIVISION: FINANCE
PAY RANGE: NBYCM 31	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: OCTOBER 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Responsible for accounting and financial functions of Yamhill County. Prepares and analyzes financial statements and budgetary reports. Advises Department Heads of financial conditions. Identifies problem areas and provides recommended solutions, monitors grant requirements, works with auditors, and state and federal granting agencies. Coordinates employee benefits programs. Acts as Assistant Department Head.

SUPERVISION RECEIVED:

Reports directly to the County Administrator and works under general direction of the Deputy County Administrator.

SUPERVISION EXERCISED:

Provides supervision, direction, and training to accounting staff.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Prepares and analyzes periodic county financial statements and reports.
- Oversees day-to-day accounting and payroll functions.
- Monitors fiscal compliance with federal and state grant requirements.
- Assists Department Heads and related agencies in meeting grant requirements.
- Reviews, prepares, and modifies county accounting procedures.
- Performs audits as necessary of county subcontracting agencies.
- Identifies and reports problem areas in county fiscal condition; recommends solutions.
- Uses micro or mainframe computer to prepare special financial reports as needed. Makes data processing system recommendations.
- Coordinates the monthly and year-end closing of the general ledger, including review of all entries, reconciliation of balance sheet accounts, and analysis of revenue and expenditure balances.
- Ensures completion and timely submission of all payroll related tax returns and reporting (federal, state, and local).
- Interprets, analyzes, and applies all payroll related rules regulations associated to the

payroll process.

- Serves as acting department head in absence of department director.
- Performs other administrative responsibilities as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles and techniques of effective personnel utilization and administration.
- Principles and practices of fund accounting.
- Employee benefits programs.
- Oregon budget law, rules, and regulations applicable to government accounting.
- Payroll processing systems and procedures.
- Microsoft Office products, including Word, Excel, and Outlook.

SKILL IN:

- Working with automated financial systems.
- Working with microcomputers.
- Researching and analyzing complex accounting and financial data.
- Preparing clear and concise financial reports.
- Maintaining ledgers and journals.

ABILITY TO:

- Establish and maintain effective working relationships with co-workers, county personnel, elected officials, contractors, volunteers, and the general public.
- Interpret, explain, evaluate, and recommend accounting and financial policies and procedures.
- Supervise accounting staff and provide direction, leadership and motivation to staff in continuous efforts to improve quality, productivity, and effectiveness.
- Communicate effectively both in writing and orally.
- Organize daily, monthly, and annual work assignments and tasks to ensure adherence with deadlines and assigned priorities.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree from an accredited school in accounting, business, or public administration AND five years responsible accounting or financial management experience, two years of which must be with a public sector agency, or any satisfactory combination of experience and training.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves possible travel to meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.