

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Administrator	E	8	3	Exempt
POSITION TITLE: Chief Financial Officer		POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date: April 2025		
SERVICE TYPE:		NON-REP MANAGEMENT		
Employee Name:	Vacant	Department:	Financial Services	Supervisor: County Administrator
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Under the general direction of the County Administrator, the Chief Financial Officer (CFO) plans, organizes, and directs all activities of the County's Financial Services Department, including County' finances, general accounting operations, budget development and execution, tax collection, financial and asset investments, contract and procurement services, payroll, and risk management. This position serves as the County Treasurer and is the financial advisor to the County Administrator and Board of Commissioners. Performs the duties of the Budget Officer as described in Oregon Local Budget Law (ORS 294). The CFO will report to the County Administrator on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs, and the securing of new funding, as well as all financial matters for the County.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Administration, Finance, and Accounting Essential Duties: <ul style="list-style-type: none"> Provides effective leadership, direction, planning and organization for the Financial Services Department. Strategically plans and establishes program goals. Provides supervision of management and professional staff, including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making or overseeing selection, termination, and disciplinary decisions. Serves as the County Treasurer, per ORS 208. Provide direction and oversight of the use of and investment of County funds and assets. Develops, implements, and ensures compliance with Governmental Accounting Standards and County fiscal policies and procedures. Ensures compliance with and provides oversight of internal controls County-wide. Develops and implements countywide financial policies and procedures that enable prudent and sound stewardship of County resources. Identify new and improved business and fiscal systems that provide timely, accurate, and relevant financial information to Departments, County Administrator, and the Board of Commissioners Analyzes and reports on major financial issues impacting the County for departmental and BOC critical decision making. 	55%

	<ul style="list-style-type: none"> • Directs, prepares and reviews periodic financial statements of condition and statistical reports for the BOC and departments. • Oversees the independent annual financial audit and implements recommendations of the external auditors. • Ensures sound and secure record-management of, and access to, financial information. • Serves as advisor to the County Administrator and Board of Commissioners on fiscal matters. • Leads the County's strategic planning for administrative, financial, and capital requirements. 	
2	MFA: Budget Essential Duties: <ul style="list-style-type: none"> • Plans, develops, and implements a fiscally responsible County Budget plan, in collaboration with the County Administrator and in compliance with Oregon Budget Law. • Oversees and directs budget preparation and monitoring, including collaborating with departments to ensure fiscally responsible budget practices. • Provides fiscal and budget forecasting analyses and reports to County Administrator and Board of Commissioners. • Ensures compliance with County Charter, Oregon budget law, and other applicable State and Federal laws. • Coordinates with all County Departments to provide support in the execution of the County Budget by administering staff assigned to tracking, monitoring, reporting, analyzing, and implementing internal controls that help Departments to more effectively their budgets., • Ensures departmental compliance with budget appropriations and policy. 	35%
3	MFA: Tax Collection, Grant Management, and Risk Management Essential Duties: <ul style="list-style-type: none"> • Provides oversight of the County Tax Collection program, including foreclosures and property management. • Provides oversight and direction for managing the County's risk and liability insurance. • Provides oversight and direction for the grant management function. 	10%
	Other duties as assigned.	
Percentages should total 100%		100%

Special Requirements

CPFO preferred

Physical Requirements: Reaching, standing, walking, keyboarding, grasping, feeling, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____