

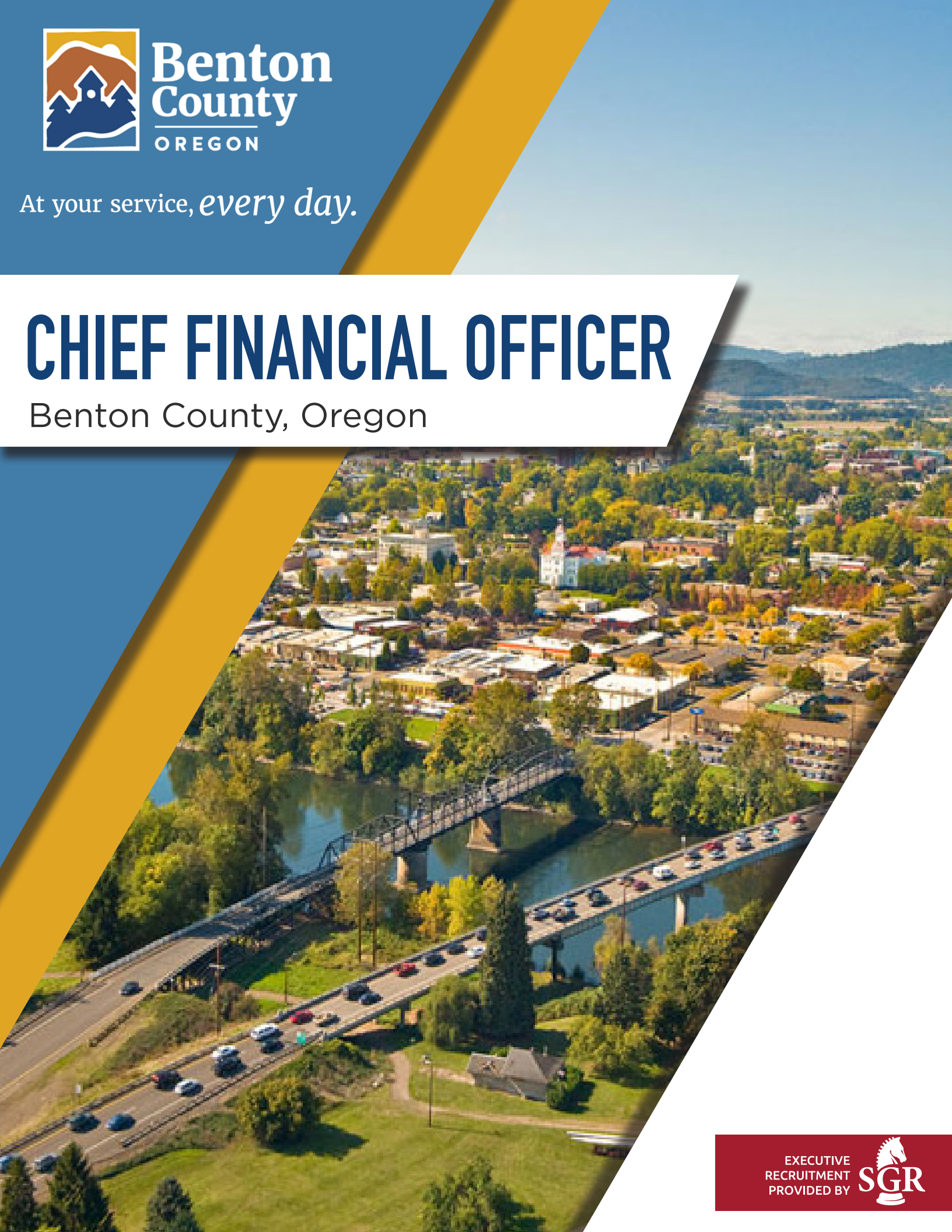


**Benton
County**
OREGON

At your service, *every day.*

CHIEF FINANCIAL OFFICER

Benton County, Oregon



EXECUTIVE
RECRUITMENT
PROVIDED BY





THE COMMUNITY

Perfectly placed in the Willamette Valley, 90 miles south of Portland and 40 miles north of Eugene, Benton County, Oregon, has easy access to urban areas with ample opportunities for cultural activities. Combined with outdoor recreation galore in the Cascade Range 80 miles to the east and the Coastal Range and Pacific Ocean 50 miles west, the County's 97,765 residents like to say they "have it all."

Benton County was created on December 23, 1847, by an act of the Provisional Government of Oregon. At the time of its formation, the County included all the land west of the Willamette River and south of Polk County, running all the way to the California border in the south and Pacific Ocean in the west. The County was created out of lands originally inhabited by the Klickitat, who rented it from the Kalapuyas for use as hunting grounds. All aboriginal claims to land within Benton County were ceded in the Treaty of Dayton in 1855. Portions of Benton County were taken to form Coos, Curry, Douglas, Jackson, Josephine, Lane, and Lincoln Counties, leaving Benton County in its present form. Benton County is now the 11th largest county in Oregon, with a growth rate of 0.05% in the past year.

Travelers come from Lincoln County and the Oregon Coast via US 20, Polk and Lane Counties via OR 99W, and Linn County via OR 34 and US 20. The nearest airports include Portland International Airport and Eugene Airport. Additionally, the Corvallis Transit System (CTS) is the fareless public transit system for the City of Corvallis, providing riders with safe and reliable bus service.

Education opportunities abound in Benton County. Corvallis School District 509J serves approximately 6,300 students in grades K-12 across 13 schools. Private school options include Corvallis Waldorf School, Muddy Creek Charter Elementary, Ashbrook Independent School, Santiam Christian School, and Zion Lutheran Christian School. For those looking for higher education, Oregon State University is in Corvallis and Linn Benton Community College is located 15 miles away in Albany.

The City of Corvallis is the county seat and home to Oregon State University. It is a unique college town that offers cultural enrichment, performing arts and educational opportunities of a large metropolis with a cozy small-town lifestyle. Festivals and fairs take place year-round and include community favorites like the Corvallis Farmers Market, Corvallis Fall Festival, Benton County Fair, Philomath Frolic & Rodeo,

Major employers in Benton County include:

- Oregon State University
- Samaritan Health Services
- Hewlett Packard, Inc
- City of Corvallis
- Corvallis 509 School District
- Knife River

THE COMMUNITY, CONTINUED

and the Da Vinci Days Festival. In addition to Oregon State University, Benton County's economy is driven largely by the agricultural, technology and health industries and local entrepreneurship. The community's passion for supporting a thriving local economy allows the county to boast chefs, winemakers, brew masters, and distilleries committed to locally grown ingredients with a strong focus on sustainability.

With residents enjoying the longest life expectancy in Oregon (82.2 years), Benton County is one of the top three healthiest counties in Oregon, according to the County Health Rankings by the Robert Wood Johnson Foundation. Corvallis is a gold-level Bike Friendly Community with bike lanes on 98 percent of the collector and arterial roadways and eighteen miles of multi-use paths. Corvallis prizes livability and its commitment to being bicycle and pedestrian friendly significantly contributes to that quality of life. Whether going out for a day of fishing, hiking trails in our natural areas, planning a family outing to the Corvallis Knights baseball game or shopping at locally owned businesses in downtown Corvallis — Benton County has something for everyone.

Benton County has a median household income of \$65,419 and an average home value of \$539,842.

GOVERNANCE AND ORGANIZATION

Benton County operates under a home-rule form of government with three County Commissioners elected at-large to four-year terms. Currently, these are Nancy Wyse, Pat Malone, and Gabe Shepherd. The Commissioners oversee the County Administrator, who oversees the Chief Financial Officer of the County.

Major awards received recently include:

- Leed Gold Certification for the Kalapuya Building.
- 4th Place in the Best Public Fleets in the Americas in the program competition for the Benton County Fleet Crew.
- Moody's credit upgrade to one of the top credit ratings for Benton County.
- The Government Finance Officers Association of the United States and Canada (GFOA) has awarded a Certificate of Achievement for Excellence in Financial Reporting to Benton County, Oregon, for its ACFR for 34 of the last 35 fiscal years, the only exception due to an application delay during a COVID year.

High profile major development projects underway or recently completed:

- New Courthouse and District Attorney's Office
- Alsea Safe Routes to School Crossing
- Benton County Emergency Operations Center
- SW West Hills Corridor Plan
- Corvallis-Albany Bikeway
- Dodge Island Road Bridge Replacement
- Hayden Road Bridge Replacement
- SW 53rd Street Overpass
- Historic Courthouse Preservation
- Benton County Downtown Crisis Center
- Major water and sewer infrastructure upgrades to rural communities in the County.



GOVERNANCE AND ORGANIZATION, CONTINUED

Benton County has 614 employees and a 2023-2025 biennial budget of \$510,630,002. The ad valorem tax rates vary from \$10 to \$22 per \$1,000 of assessed value, and the County collected \$193 million in taxes for the 2023-2024 tax year.

CORE VALUES

Equity for Everyone: We appreciate the inherent value of each community member, honor differences, celebrate diversity, and foster inclusion.

Health in all Actions: We recognize and will address the well-being of our people by including health considerations in all policies, practices, activities, and operations.

Vibrant, Livable Communities: Vibrant, safe, and livable communities that promote creativity, forward-thinking, a sense of place, and a high quality of life.

Supportive People & Resources: Welcoming communities that actively build social connections, personal interactions, and community resources that foster belonging.

High-Quality Environment and Access: High environmental quality, conservation of natural resources, consideration of carrying capacity, and easy access to the outdoors.

Diverse Economy that Fits: A diverse, robust economy that inspires and stimulates local business, entrepreneurship, innovation, and opportunities.

Community Resilience: Communities and individuals are prepared to respond to and recover from natural and human-caused threats, disasters, and changes.



ABOUT THE DEPARTMENT

The Financial Services Department is responsible for budgeting, accounting, collecting property taxes, managing the treasury, and providing financial advice to Administration and the Board of County Commissioners. This Department develops and monitors internal controls to protect County assets and provides risk management services by securing liability and property insurance for the County. They also develop and manage Benton County's biennial budget and the budgets for eight County service districts.

The Financial Services Department has 35 employees and a 23-25 biennial budget of \$49,027,584.

Performance Measures

- Zero annual audit findings.
- Delivery of biennial balanced budget within required timeframes.
- Minimal errors in financial processing functions – payables, payroll, billing, procurement.
- Timely collection and receipting of annual property tax payments.



**Benton
County**
OREGON

MISSION

Provide financial services that are centered around accuracy, consistency, and customer satisfaction and enables the County to meet the critical service needs of the community.



ABOUT THE DEPARTMENT, CONTINUED

Current Issues

The County is currently administering over \$121 million of capital facilities projects. The Financial Services Department (FSD) is responsible for ensuring financial stewardship and accountability for these resources, which include \$36 million of tax-exempt debt that was issued in May 2023. With continued economic and global uncertainties, there could be budgetary constraints due to cost increases or unanticipated site or construction issues. The FSD will be key in helping the County navigate the financial success of these projects, and manage the budgetary risk.

Benton County includes a Federally Qualified Health Center (FQHC) as part of its budget. As such, the FSD works with health-related revenues and expenses that aren't in the normal book of business for other counties.

The lack of affordable housing is an increasing concern for Benton County's communities. The County is working with community partners and enhancing funding and services to address growing homelessness and unsheltered populations.

Finance and budget staff from other County departments, including those from the FQHC, were recently consolidated within the FSD as part of an organizational restructuring that was completed two years ago.

In October 2022, the County, used one time federal funds from the American Rescue Plan Act, to acquire a parcel of land to build a new justice system campus. The campus will include a new courthouse, district attorney's office, law enforcement facility including an emergency operations center, and a new jail as part of, what was formerly known as, the Justice System Improvement Program (JSIP). A portion of these facilities were to be supported by a bond measure proposed to the voters in May 2023. Unfortunately, the measure failed. However, the County, secured a combination of state, federal, and local County funds, to start the development and construction of the courthouse, district attorney's office, and emergency operations center, which are expected to open in spring 2027. The County will continue to pursue options for both a jail and Sheriff's Office, and new financial strategies to meet this important community need.



GOALS

The Financial Services has five primary goals and objectives that were introduced as part of its reorganization plan in 2022. These continue to be the core focus areas within the work that is performed by the Department.

- Identify and eliminate redundancy and/or duplication.
- Work to achieve a high degree of accuracy, consistency, and customer satisfaction.
- Build a sustainable Department structure that enables cross-training, succession planning, and professional growth.
- Implement systems, processes, and/or policies that ensure effective internal controls and provide accessible and timely financial information.
- Establish a culture that strives for continued process improvement and efficiency.

ABOUT THE DEPARTMENT, CONTINUED

Benton County recently completed a comprehensive pay equity study that resulted in increased pay for many of the County's employees, but especially benefited people of color and women.

A number of key leaders in Benton County are relatively new. This will provide the new CFO with the opportunity to be part of and contribute to the revitalized energy in the organization.

ABOUT THE POSITION

Under the general direction of the County Administrator, the CFO plans, organizes, and directs all activities of the County's Financial Services Department, including the County's 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. The CFO performs the duties of the Budget Officer as described in Oregon Local Budget Law (ORS 294), reporting 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.

The CFO strategically plans and establishes program goals for the Financial Services Department. This position supervises 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. They provide direction and oversight of the use of and investment of County funds and assets.

Developing, implementing, and ensuring compliance with Governmental Accounting Standards and County fiscal policies and procedures, is part of the CFO's job. They also ensure compliance with and provide oversight of internal controls County-wide. The CFO develops and implements County-wide financial policies and procedures that enable prudent and sound stewardship of County resources; identifies new and improved business and fiscal systems that provide timely, accurate, and relevant financial information to Departments, County Administrator, and the Board of Commissioners; and analyzes and reports on major financial issues impacting the County for departmental and BOC critical decision making.



ABOUT THE POSITION, CONTINUED

Additional responsibilities of the CFO include:

- Direct, prepare, and review periodic financial statements of condition and statistical reports for the BOC and Departments.
- Oversee the independent annual financial audit and implements recommendations of the external auditors.
- Ensure sound and secure record-management of, and access to, financial information.
- Serve as advisor to the County Administrator and Board of Commissioners on fiscal matters.
- Lead the County's strategic planning for operational, financial, and capital requirements.
- Plan, develop, and implement a fiscally responsible County Budget Plan, in collaboration with the County Administrator and in compliance with Oregon Budget Law.
- Oversee and direct budget preparation and monitoring, including collaborating with Departments to ensure fiscally responsible budget practices.
- Provide fiscal and budget forecasting analyses and reports to County Administrator and Board of Commissioners.
- Ensure compliance with County Charter, Oregon budget law, and other applicable State and Federal laws.
- Coordinate 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.
- Ensure departmental compliance with budget appropriations and policy.
- Provide oversight of the County Tax Collection program, including foreclosures and property management.
- Provide oversight and direction for managing the County's risk and liability insurance.
- Provide oversight and direction for the grant management function.



Benton County Fair



Marys River Covered Bridge



OPPORTUNITIES & CHALLENGES

The new Chief Financial Officer for Benton County will focus on the following opportunities and challenges.

In the first few months:

- ➡ Quickly become familiar with the 2025-2027 budget that will be implemented on July 1, 2025.
- ➡ Establish rapport with Financial Services Department team members.
- ➡ Become familiar with current systems, processes, and procedures.
- ➡ Gain understanding of major capital projects, which includes over \$121 million for a new courthouse, a district attorney's office, a new Benton County Crisis Center, an Emergency Operations Center, and other County facility and infrastructure projects.
- ➡ Kick off the annual audit procedure that begins in October.

In the first year:

- ➡ Establish strong business relationships with the County Administrator, 13 other Department heads, the Board of Commissioners, and numerous business partners.
- ➡ Gain understanding of the "big picture" of the County's financial health through a strong command of the County budget, including funds, revenues and expenditures.
- ➡ Work in partnership with the County Administrator, Human Resources Department, and Labor Unions to develop and implement improvements to the current payroll systems and processes.



OPPORTUNITIES & CHALLENGES, CONTINUED

By the end of the second year:

- ▀ Review the competency and capability of the FSD team and its members, ensuring its capacity by building it where needed.
- ▀ Foster competencies and empower the FSD to be successful.
- ▀ Engineer the 2027-2029 budget process, including the use of priority-based budgeting and other methods where appropriate.

Longer term:

- ▀ Develop a strategic plan for FSD and its responsibilities, including methods, systems and procedures for increasing efficiency, sustainability and process improvements.
- ▀ Lead long-term financial planning for the County.
- ▀ Analyze and update the County's financial policies.
- ▀ Analyze the County's current use of MUNIS as its ERP system for HR and Finance to consider updates or improvements and develop a long-range strategic plan for the technology.
- ▀ Participate in contract negotiations with the County's three unions. One of these contracts must be renegotiated in 2025 and the other two in 2027.

IDEAL CANDIDATE

Benton County seeks a collaborative, forward-thinking financial leader to serve as its next Chief Financial Officer. The ideal candidate will have strong skills as a public communicator of financial information. They should have experience in building trust with the public and staff through leading with transparency and openness.

The ideal candidate should have demonstrated success in team building and relationship building. They will be compassionate and a strong people manager, with impeccable integrity. The chosen CFO will have demonstrated competencies as a leader, change manager, collaborator, strategic thinker, and innovator. They will be organized and experienced with financial systems and use of technology. Proven leadership in diversity, equity, and inclusion is important.

The ideal candidate will have a demonstrated history of executive-level administration that includes local government experience. In addition to exceptional leadership skills, the next CFO will have successful experience working collaboratively across the organization, with community partners, and with other governmental agencies.

Working knowledge and experience with health care finance, tax exempt bonding, change management and innovation, grant funding administration and federal funds reporting, strategic planning, payroll administration, and union contract negotiation is preferred, as is solid experience with communicating financial information to public and elected officials.

EDUCATION AND EXPERIENCE

The position requires a bachelor's degree in a related field (finance or accounting preferred), plus 10 years of related experience that includes a minimum of five (5) years of senior-level professional experience in state or local government finance, accounting, and budgeting. Five (5) years of supervisory or managerial experience is required.

Preference may be given to candidates who possess experience in the following areas: Oregon property tax, financial and asset investment, payroll, risk management, grant management, health care finance, financing, and debt management, and collective bargaining. A master's degree, CPFO, or CPA credentialing is also preferred.

The CFO must be able to report to their work site within 45 minutes at the time of appointment, unless granted a waiver by the Board of Commissioners.

COMPENSATION AND BENEFITS

Benton County offers a competitive salary range of \$149,835-\$215,217, dependent on qualifications and experience. (Note: Salary placement will be based on the level of directly related experience and education consistent with Oregon's pay equity law). The organization offers comprehensive benefits, including a Consumer Driven Health Plan with Health Savings Account, with a 100% County-paid premium that includes vision coverage. A choice of two dental plans, group life, long-term disability, and paid vacation and sick leave are offered. The County also offers 457(b) plans through three different vendors: MissionSquare, Oregon Savings Growth Plan, and Nationwide. Employees can contribute to

COMPENSATION AND BENEFITS, CONTINUED

these plans pre-tax or make after-tax Roth contributions up to the IRS annual limit. Non-rep employees receive a 3% pre-tax contribution from Benton County after completing six months of employment. Employees are also eligible for County-paid Public Employee Retirement System (PERS), which includes pension and IAP.

An award-winning wellness program that provides wellness incentives and employee discounts to a variety of local gyms and fitness programs is provided. Allowances for some hybrid on-site and off-site work schedules are common, which is part of the County's identity as a family friendly employer. A relocation package may be considered, as needed.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:
Tracy Martineau, Human Resources Director
tracy.martineau@bentoncountyor.gov



Benton County is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

Benton County
<https://www.bentoncountyor.gov/>

Financial Services Department
<https://finance.bentoncountyor.gov/>

Corvallis Benton County Economic Development
<https://yescorvallis.org/>

Corvallis Chamber of Commerce
<https://www.corvallischamber.com/>

Visit Corvallis
<https://www.visitcorvallis.com/>

Promotional Video
https://www.youtube.com/watch?v=8KjiZZntFig&list=PLxkQOCH37N7pJC1g_fXJwaQ3cdhb_MG7&index=2&themeRefresh=1

Travel Oregon
https://traveloregon.com/?utm_actcampaign=774087977&gad_source=1&gclid=EAAlQobChMI653C4NquhwMVGhGtBh0i7ARaEAAAYASAAEgIVRPD_BwE

