



Bend Park & Recreation District

Finance Director

Recruitment Announcement

About the District

Bend Park and Recreation District (BPRD) is located in Central Oregon and maintains and operates more than 3,035+ acres of developed and undeveloped parkland. That includes 81 parks/open spaces and 70 miles of trail. We offer over 1,000 recreation programs for all ages and abilities throughout the area and operate the Juniper Swim & Fitness Center, The Pavilion and Larkspur Community Center, Home of the Bend Senior Center.

The Bend Park and Recreation District is an Oregon special district, established in 1974 by the voters of the city of Bend, for the sole purpose of providing park and recreation services to residents living within the city. Prior to 1974, BPRD was a department of the city of Bend dating back to 1920. Bend has been one of the fastest growing cities of its size outside of the southern United States in recent years. Bend's current population is approximately 100,421 and future projections show the city's population will exceed 113,000 by 2028; therefore, strategic planning and assessing success at meeting and exceeding levels of service are crucial.

BPRD is governed by a five member, elected Board of Directors and managed by an Executive Director. BPRD has over 450 employees that are led by an executive team consisting of Administrative Services, Community Relations, Park Services, Planning and Development, and Recreation Services.

BPRD is a two-time National Gold Medal Award winner and a CAPRA-accredited (and re-accredited) agency. We believe that these accolades are reasons to strive harder to provide quality services to the residents of our community. Processes like the National Gold Medal and CAPRA, to us, are the best internal audits to evaluate ourselves against the expectations our community sets.

Our Mission

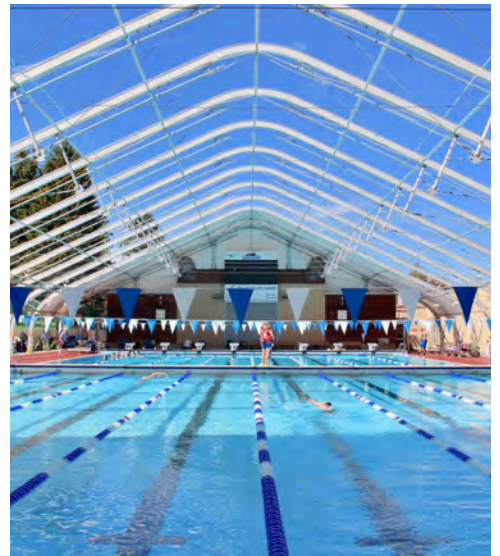
Bend Park and Recreation District's mission is to strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Core Values

- **Excellence** by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.
- **Environmental Sustainability** by helping to protect, maintain and preserve our natural and developed resources.
- **Fiscal Accountability** by responsibly and efficiently managing the financial health of the District today and for generations to come.
- **Inclusiveness** by reducing physical, social and financial barriers to our programs, facilities and services.
- **Partnerships** by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.
- **Customers** by interacting with people in a responsive, considerate and efficient manner.
- **Safety** by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.
- **Staff** by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.





About the Position

The Finance Director is an active thought partner to the Executive Director, while also serving as a collaborative executive team member. This position steers the strategic financial planning and management of the district and administers, plans, manages and evaluates the activities, operations and services of the Finance and Administrative Services department. This person will be a visionary who is energized by the challenge of sustainable capacity building in all facets of the organization. In this role you will directly supervise two managers in areas that include; accounting, budgeting, finance, procurement and information technology. This opportunity offers a fun inclusive work environment that values work/life balance, and provides tools and resources to be successful. This is a contract position that serves at the discretion of the Executive Director.



A Day in the Life:

Specific responsibilities of this role include, but are not limited to:

- Serves as member of the district's Executive Team guiding overall mission and direction of the district. Participates in district long-range and strategic planning.
- Organizes, plans, develops, implements and monitors short-term and long-term financial management of the district, including the district-wide budget, Comprehensive Annual Financial Report (CAFR) and system development charge (SDC) program.
- Establishes overall priorities, develops strategic goals and objectives of assigned department; sets direction for finance and IT in the areas of budget, regulatory compliance, policy and process development and implementation, staffing and resource allocation.
- Represents the department to other departments, outside agencies, the general public, and before the media; explains, justifies and defends the district, programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues.
- Provides direction in district-wide risk management and serves as the district risk manager.
- Continuous learner attitude towards practicing, promoting, supporting, and modeling diversity, equity, and inclusion (DEI) in the workplace through staffing, promotions, training and professional development, and delivery of services.
- Regularly monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load; identifies opportunities for improvement; directs the implementation of change.
- Provides a variety of information including analysis, guidance and formal presentations to the Board of Directors, Executive Director and other departments. Plans, directs, and coordinates, through managers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Establishes direction and manages best business practices for operating the department to include information technology, finance, budgeting, audit, procurement, contracts, risk management, and insurance.
- Provides leadership to individual managers to establish goals and objectives and set direction for each of their divisions.
- Formulates and presents annual budget for assigned department; reviews, monitors, and adjusts expenditures and revenues to remain within established budgetary constraints.





Desirable Qualifications

A Bachelor's degree in finance, accounting, business or public administration, or a related field – and eight years of progressively responsible leadership experience including three years of supervisory experience in finance, accounting, or a related field.

A Certified Public Accountant license or Certified Public Financial Officer designation and public sector experience is a plus. Any satisfactory combination of education, experience and training will be considered.

The preferred candidate will have experience and demonstrated success in the following areas:

- Principles, development, practices, associated tools, implementation and evaluation in finance and IT;
- Financial accounting and budgeting theory, standards and practices, accounting systems, fund accounting, and audit techniques;
- Management and supervisory practices and standards; committed to teamwork and to delivery of excellent customer service;
- Applicable laws, codes, regulations, policies and procedures in finance and IT;
- Exhibit a collaborative, engaging and open demeanor with a good balance of financial and interpersonal skills, including being approachable, flexible and team-oriented;
- Promote and inspire a highly ethical organizational culture that fosters employee engagement, innovation, accountability, and professional excellence;
- Communicate effectively and persuasively both verbally and in writing; prepare and present formal presentations to staff, the board and the public;
- Understand, interpret, explain, and administer district policies, procedures, and other applicable laws and regulations;



Desirable Qualifications, continued

- Demonstrate excellent planning, organization, problem solving, initiative, prioritization and conflict resolution skills;
- Formulate goals, objectives and programs to address the needs of the department and the district;
- Analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; and
- Coordinate, review and administer large and complex budgets; allocate limited resources in a cost-effective manner.



Salary & Benefits

The annual salary range for this position is \$106,036 - \$149,445. The salary offered will depend on experience, education, and qualifications. BPRD offers a generous benefit package including medical/dental, public employee retirement, life and long-term disability insurance, paid holidays, vacation, sick leave, optional deferred compensation, and recreation program passes and perks.



Application Process

Persons interested in this position must submit a cover letter and current resume.

Please submit your required materials by emailing: NatalieB@bendparksandrec.org or at bendparksandrec.org/jobs. This position will remain open until filled, but the screening process will move quickly. Apply early as virtual interviews will be scheduled shortly after receipt of resume and cover letter.

If you have questions regarding this announcement, please call Natalie Broadus-Beard, HR Specialist at (541) 706-6139.

BPRD is committed to upholding and promoting equal opportunity in employment for all. It is the district's policy to employ, retain, promote, terminate and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's gender, gender identity, sexual orientation, race, color, religion, veteran status, national origin, age, marital status, political affiliation, or physical or mental disability of which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, or any other status protected by the law unless based on a bona fide occupational qualification. Persons needing this announcement in an alternative format or assistance in the application process, please email natalieb@bendparksandrec.org.



Special Requirement:

Prior to a new hire, an offer of employment is contingent on the verification of credentials and other information required by Bend Park & Recreation District policies, including a background check and a driving history review when driving is required for position.

Information from the background check will not necessarily preclude employment but will be considered in determining applicant's suitability and competence to perform in the position.