

DIRECTOR OF FINANCE

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work in planning, organizing and directing the financial activities of the County; does related work as required. Work is performed under general supervision of the County Administrator. Supervision is exercised over all assigned personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, and managing the accounting, payroll, purchasing, financial reporting, debt, grant, and risk management programs of the County; planning, directing, maintaining and preparing the annual operating and capital budget and multi-year capital improvement plan.

Budgeting

- Prepares the annual operating and capital budgets and the multi-year capital improvement plan;
- Advises and assists departments in the preparation of budget estimates and supporting data and develops forms and instructions for the preparation of budget requests;
- Develops and coordinates the County's financial forecasting methods, including revenue and expenditure projections and estimation efforts
- Participates in meetings with Board of Supervisors, County Administrator, County staff, and other key stakeholders in reviewing budget requests; prepares charts, graphs, and statistical tables to aid in the presentation and consideration of the budget;
- Analyzes, evaluates, and monitors the County's budgeted revenues and expenditures for compliance with budget projections and communicates with County staff accordingly;
- Develops and implements policies, procedures, and practices governing the development, formulation, and maintenance of the budget; and
- Performs related work as required

Accounting

- Manages the County's automated, central accounting system;
- Prepares periodic financial reports including the County's Comprehensive Annual Financial Report (CAFR);
- Coordinates the annual external audit, annual workers' compensation audit, and other state and/or federal audits and oversees the development of the annual cost allocation plan;
- Oversees countywide implementation of governmental accounting and reporting standards;
- Administers the monthly reconciliations and review of all general ledger accounts including sanitary districts, landfill, Emergency Medical Services (EMS) recoveries, payroll and accounts payable clearing accounts, petty cash, parks and recreation credit card, debt service, etc.;
- Oversees all billings that are not processed through other County departments and monitors collections;
- Prepares and reviews journal entries, budget adjustments and budget appropriations, as approved;
- Ensures that the County's reporting structure accurately translates into that required under the State's Uniform Accounting and Reporting System;
- Oversees the financial aspects of grant administration, certifies grant expenditures and reimbursement requests, and ensures proper accounting in accordance with regulations and grant requirements;
- Manages the accounting of the County's fixed assets;
- Manages debt issuance and existing debt to ensure compliance with debt covenants and IRS compliance regulations; and
- Performs related work as required

Payroll

- Manages the employee payroll and personnel functions, including the payroll process and tax reporting;
- Administers employee benefits and communications; and
- Performs related work as required

Accounts Payable

- Manages the County's payment activities, including the review and filing of all 1099 reportable transactions;
- Reviews and approves purchase orders;
- Participates in the development and implementation of purchasing policies and procedures;
- Performs related work as required

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.

Risk Management

- Administers the County's risk management program, including risk control, workers' compensation claims, and property and casualty claims; and
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of federal and state laws regulating budgets; thorough knowledge of the organization and functions of municipal government; thorough knowledge of grants administration procedures and requirements; thorough knowledge of human resources practices, procedures, laws, and regulations; comprehensive knowledge of Microsoft Office programs, including Excel, Word, and PowerPoint; strong quantitative and analytical skills; ability to plan and supervise the work of subordinates; ability to analyze financial problems and to correct accounting errors; ability to post accounts and to perform mathematical computations with speed and accuracy; knowledge of AS400 computer operating systems; ability to work independently and meet multiple deadlines; ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to establish and maintain effective working relationships with other department directors and governmental officials; ability to working in a fast paced, interactive, team-oriented environment.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a degree in Accounting, Finance, Business, Public Administration, or Economics or related field and considerable experience in governmental accounting, financial management, or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Priority given to a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO)