
Position Title: Finance Director

Dept.: Finance Department

Employee Status: Full-time

Type: Professional

Grade: 16

FLSA: Exempt

Issued: March 3, 2017

Reporting Relationships

Reports to: Chief Financial and Budget Officer

Supervision Exercised: Supervision is exercised over appropriate exempt and non-exempt staff.

Job Summary

Develop and administer all county financial services including accounting services, accounts receivable, accounts payable, and payroll. Assist in developing and administering internal control procedures relating to cash receipt, cash disbursement, and accounting operations. Responsible for all financial accounting and reporting, federal and state tax compliance, and fiscal reporting to federal and state agencies. Provide fiscal oversight for grant programs. Provide administrative direction and leadership for county-wide compliance with generally accepted accounting principles, GASB, and established county policy. Achieve and maintain a thorough operating knowledge in areas of assigned responsibility as detailed below.

Essential Duties and Responsibilities include the following. Related duties may be assigned.

- Provide management direction for the Finance department including accounting services, accounts payable, accounts receivable, and payroll.
- Recommend initiatives related to the county financial services and provide evaluative reports with recommendations for county action.
- Prepare monthly bank reconciliations, reconcile all balance sheet accounts quarterly, and maintain capital asset records,
- Oversee all internal and external financial reporting, including internal financial reports, annual financial reports, informational tax returns, tax filings, governmental compliance reports, and financial surveys.
- Ensure that routine and timely financial reporting and account analyses are performed.
- Assist in monitoring the annual budget for Financial Services department.
- Prepare an annual report for the Finance department that will include objectives and accomplishments for the year and objectives for the next fiscal year.
- Coordinate and plan annual audits for County. Work with external auditors (including federal and state auditors).
- Manage relationships with financial institutions and external auditors.
- Develop a close working relationship with other administrative offices as to maintain communication on county financial services and to determine the most effective means of providing these services.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

Bachelor's degree in accounting or finance required. Minimum of five years experience in local governmental accounting or finance, High level of communication and analytic skills for the advisement of county executive decision-making and support of service requests. High level of computer literacy and experience in spreadsheet and word processing software, and mainframe accounting systems.