



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Director of Finance	Job Code:
Reports to: County Manager	FLSA Status: Exempt
Department: Finance	Approved

Purpose of Classification:

The purpose of this classification is to provide professional counsel and technical advice to the County Manager and Board of Commissioners on matters relating to financial strategies and services; policy and program development; management operations; annual budget and capital planning; project finance; and research, preparation, and presentation of technical and operational studies and recommendations including development of long-term financial strategies.

Position Overview:

Principal Duties and Responsibilities (Essential Functions**):

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Ensures compliance with federal, state, and local laws regarding the county's financial operations and monitors legislation and regulatory actions that impact governmental finance matters.
- Advises the County Manager and Board of Commissioners on matters concerning the conditions of appropriations, the extent of expenditures, and other financial matters.
- Updates the County Manager and Board of Commissioners on the financial status of the County as necessary.
- Advise the County Manager and Board of Commissioners regarding fiscal strategies that support the County's mission, operations, strategic, and capital plans.
- Reviews accounting procedures in other departments and makes recommendations as needed.
- Deals effectively with consultants and attorneys on financial matters and contracts.
- Researches, analyzes, and prepares financial information for management and policy makers.
- Formulates and oversees the County's investment policies and operations.
- Preparation of various depository and credit agreements, and requests for proposals for various financial services.
- Maintains positive relationships with respective financial institutions; opens, closes, or modifies bank accounts as needed.



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- Formulates and oversees the County's debt management strategies and operations.
- Formulates and oversees the County's cash management policies and operations; manages and monitors cash flows to ensure adequate liquidity.
- Works with financial advisors in preparing Official Statements for bond issuance.
- Prepares, implements, and manages the County's annual budget and Capital Improvement Program. Coordinates budgetary functions with departments, administrative personnel, elected officials, and outside agencies.
- Evaluates financial status, reviews expenses and revenues, and makes recommendations to the appropriate personnel as necessary to control spending.
- Uses historical data and projections to determine funds available in each fund from the current year for use in next year's budget, and to recommend user fees to meet the current expenditure requirements.
- Prepares fee studies to determine user fees necessary to support services, debt, capital, and recommended reserves.
- Supports staff in preparation of the Annual Financial Report.
- Calculates, tracks, reports, and recommends fund balances and/or reserves available and recommended to meet the County's needs, goals, and plans for each accounting fund.
- Coordinates the department activities with other departments, external agencies, consultants, contractors, and the public.

Preferred Education, Experiences, Attributes, and Qualification Requirements:

- Bachelor's degree in Accounting, Finance, or Related Field
- CPA designated strongly preferred
- CPFM and/or Master's Degree in Accounting, Finance, or related field preferred
- Proficient in Governmental Finance theory and concepts, including but not limited to, Generally Accepted Accounting Principles (GAAP),
- Governmental Accounting Standard Board (GASB) statements/pronouncements and applicable State laws and regulations.
- Outstanding oral, written, presentation, and communication skills with the ability to translate complex financial information to elected officials, colleagues, and the general public in a respectful and meaningful manner.
- Excellent analytical and problem-solving skills.
- Proven ability to be a collaborative problem solver and team player.
- A demonstrated commitment to professional development, continued learning, and advanced skill development.



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- Demonstrated experiences, abilities, or preparation to develop and implement best practices in local government budgeting, investments, cash management, capital planning, and debt management.
- Demonstrated experiences, abilities, or preparation to collaborate with elected officials, management, and operational department leaders to craft fiscal strategies that deliver the capital, infrastructure, and operational priorities of the County in a fiscally responsible manner.
- Citizen of the U.S. or has obtained legal work status.
- Must pass a detailed background and credit investigation.
- Or equivalent education, and/or experience.

Performance Aptitudes

Data Utilization:

- Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

- Requires the ability to apply principles of persuasion and/or influence.
- Equipment, Machinery, Tools, and Materials Utilization:
- Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

- Requires utilizing various reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning:

- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.



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Situational Reasoning:

- Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA Compliance

Physical Ability:

- Tasks require the ability to exert moderate, though not constant, physical effort. They typically involve some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

- Some tasks require the ability to perceive and discriminate visual cues or signals, and some require the ability to communicate orally.

Environmental Factors:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.

** To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the duties' purpose and result rather than how they are performed. The following definition applies: a job function is essential if removing that function would fundamentally change the job.