



## Job Description: Finance Director

### 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.

### Essential Functions:

- Ensure compliance with federal, state and local laws regarding the county's financial operations and monitor legislation and regulatory actions that impact governmental finance matters.
- Advise the County Manager and Board of Commissioners on matters concerning the conditions of appropriations, the extent of expenditures, and other financial matters.
- Update 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.
- Deal effectively with consultants and attorneys on financial matters and contracts.
- Research, analyze, and prepare financial information for management and policy makers.
- Formulate and oversee the County's investment policies and operations.
- Preparation of various depository and credit agreements, and requests for proposal for various financial services.
- Maintains positive relationships with respective financial institutions; opens, closes, or modifies bank accounts as needed.
- Formulate and oversee the County's debt management strategies and operations.
- Formulate and oversee the County's cash management policies and operations
- Work with financial advisors in preparing Official Statements for bond issuance.
- Prepare, implement, and manage 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.
- Support 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 and contractors, and the public.

### Preferred Education, Experiences, and Attributes:

- Bachelor's degree in Public Administration, Accounting, Finance, or Related Field
- CPA designated strongly preferred
- CGFO and/or Master's Degree in Accounting, Finance, or related field preferred
- Minimum of five years of experience in municipal or county financial management, with increasingly responsible experience
- 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.
- 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.
- Or equivalent education, and/or experience.



## Proposed Job Description: Accounting Manager

### Purpose of Classification:

The purpose of this classification, under the general direction of the County Manager is to plan, organize, manage, and supervise revenue collection, payroll, cash management, and accounts payable functions. Supervises and directs the Finance Department staff in accordance with County policies and procedures; appraises and evaluates the performance of department personnel.

### Essential Functions:

- Ensure compliance with federal, state and local laws regarding the County's financial operations and monitor legislation and regulatory actions that impact governmental finance matters.
- Ensures the department's strategic plans support the County mission, goals, and objectives.
- Update Controller on the financial status of the County as needed.
- Plans, directs, and supervises the activities of the Finance Department staff; establishes guidelines and work criteria; establishes work schedules; monitors and reviews completed work and work in progress; conducts staff meetings. Works with staff to identify and resolve problems and tasks.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and hires personnel. Plans, coordinates, and ensures training of department staff.
- Develops benchmarks and performance measures for the department; monitors and evaluate the programs, services, operations provided by the department.
- Reviews accounting procedures for other departments and makes recommendations as needed.
- Assists the Controller with functions relating to the County's annual budget and Capital Improvement Program.
- Manages the annual audit process.
- Manages and monitors cash flows to ensure adequate liquidity.
- Maintains positive relationships with respective financial institutions; transmits or causes to be transmitted ACH files for payroll.
- Maintains the County's chart of accounts; converts the County's chart of accounts to meet State requirements; adds account numbers to the chart of accounts.
- Ensures that a proper annual inventory is made and kept of all County-owned property and equipment by various departments.
- Balances interfund accounts and accounts payable; balances payroll withholding accounts; reviews and reconciles various balance sheet accounts.
- Manages all accounts payable functions.
- Supports staff with processing payroll.
- Supervises the preparation of bills; maintains, analyzes, and reviews accounts receivable.
- Tracks revenue to ensure the County is paid what is due.
- Verifies grant expenditures adhere to requirements and are within budget; reviews grant requests for reimbursement for accuracy/approval for submittal.
- Process purchase orders and other forms of procurement in accordance with budget and policy parameters set by the governing body; report any violations to the Controller.

### Preferred Education, Experience, and Attributes:

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field
- Local Government Finance Officer Level I Certification, Carl Vincent Institute of Government.
- Five (5) of governmental accounting experience
- Previous experience in the preparation of the CAFR, as well as governmental agency reporting to Department of Audits and Department of Community Affairs
- Excellent oral and written communication and presentation skills.
- Demonstrated ability to collaborate and problem solve with others.
- Previous supervisory or management experience that demonstrates respect and consideration to colleagues and staff, ability to build a team, provide positive feedback and constructive criticism in a meaningful and appropriate manner, ability to delegate task, appropriately problem solve and resolve conflict at an early stage, manage workload and due dates responsibly, and an attitude of continuous improvement for themselves and their team.
- Or equivalent education, and/or experience.