

## **Staff Report**

**Subject:** Approval and publication of two new job descriptions for the Finance Department.

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**Department:** Human Resources and Risk Management

**Meeting Date:** March 4, 2025

**Item Description:** Approval and publication of two new job descriptions for the Finance Department.

**Summary Recommendation:** Staff request authorization to approve and publish two new job descriptions for the Finance Department.

### **Executive Summary/Background**

**Accounting Manager:** 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.

**Finance Director:** 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.

### **Alternatives for Commission to Consider**

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove the job descriptions and guide staff.

**Recommended Alternative:** Staff recommend Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Finance Department, and Human Resources.

**Funding Source:** Vacancy Savings

### **Attachments:**

- 1) Accounting Manager Job Description
- 2) Updated Finance Director Job Description