

ASSISTANT FINANCE DIRECTOR - 2019

General Definition of Work:

Performs difficult professional and executive work planning, organizing and directing the financial activities of the County; does related work as required. Work is performed under the general supervision of the Finance Director. Supervision is exercised over subordinate department personnel.

Essential Functions/Typical Tasks:

Preparing financial statements and reports; developing office procedures; maintaining financial and employee records and files; preparing financial reports and assisting the Finance Director.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Prepares the comprehensive annual financial reports (CAFR) and audit work papers, assists and coordinates with auditors.
- Works on special projects for the Finance Director.
- Participates in the maintenance, design and installation of the accounting control, policies, records and filing systems.
- Assists personnel in implementation of accounting policies, system and programs.
- Assists in the budget process by providing financial data; verifies financial data; reviews estimates
- Manages state, federal and County grants.
- Reviews applications and prepares annual reports including single audit report.
- Coordinates the annual cost allocation report and EMS Medicaid cost allocation report.
- Conducts financial analysis of revenues/expenditures of enterprise and special revenue funds.
- Coordinates the review of County internal control policies and procedures.
- Supervises and evaluates work performance of subordinate employees.
- Has authority to act for the director in personnel and management team matters in the director's absence.
- Liaison for financial software.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles, methods and practices of accounting; comprehensive knowledge of the laws, ordinances and regulations governing financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare and maintain complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to establish and maintain effective working relationships with County officials and associates; ability to express technical ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive governmental accounting and financial reporting experience including considerable supervisory experience.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, 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, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Certified Public Accountant and Local Government Finance Officer certifications preferred.

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