

FINANCE DIRECTOR - 2020

General Definition of Work:

Performs difficult professional and executive work planning, organizing and directing the financial, budgeting, purchasing, and contracting activities of the County. Work is performed under the general direction of the Deputy County Manager of Administration. Supervision is exercised over subordinate department personnel.

Essential Functions/Typical Tasks:

Planning, organizing, directing, supervising the operations of the Finance Department; overseeing the annual County budget; overseeing the preparation of the comprehensive annual County financial report; overseeing purchasing and contracting administration; ensuring compliance with local, state and federal regulations; developing office procedures; maintaining financial and employee records and files; maintaining confidentiality; preparing financial reports and assisting the Deputy County Manager for Administration.

(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.)

- Responsible for directing, training, evaluating staff and has substantial influence in hiring and employment decisions.
- Oversees the annual financial reports, annual audit report, audit work papers, and the audit document, assists and coordinates with auditors.
- Supplies financial information to appropriate persons, organizations and citizens.
- Prepares and distributes financial statements and a variety of related financial statements and reports.
- Participates in the maintenance, design and installation of the accounting control, records and filing systems.
- Reviews and modifies accounting policies, systems and procedures.
- Assists personnel in implementation of accounting policies, system and programs.
- Oversees the annual County budget; verifies financial data; reviews estimates; calculates fund balance for appropriation; reviews performance measures; and performs other budget related tasks as required.
- Oversees purchasing and contract activities.
- Oversees internal audits of financial operations and programs.
- Manages all County debt including annual reporting, audit schedules, sales/refinancing of debt proceeds.
- Trains subordinate staff and other County personnel on use of automated system.
- Attends Board of Commissioners, staff and professional meetings.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles, methods and practices of governmental accounting, finance and budgeting; comprehensive knowledge of the laws, ordinances and regulations governing public and county government financial matters; thorough knowledge of modern office methods, practices and equipment; knowledge of effective supervisory practices; general knowledge of the organization and functions of County government; 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; ability to organize workflow and coordinate activities; ability to maintain confidentiality; and to attend work regularly.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in accounting or related field and extensive governmental accounting, budgeting and financial reporting experience including considerable supervisory experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is normally sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force constantly to move objects; some work may require the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and 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:

Requires possession of an appropriate driver's license valid in the state of North Carolina. Requires occasional evening work for board meetings. Certified Public Accountant and Local Government Finance Officer certifications preferred.

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