



General Summary of Classification:

Under administrative direction, plans, manages and directs the broad scope of financial activities for a large department's operating and capital improvement budgets, including financial planning, budgeting, accounting, reporting, auditing and purchasing for the department's operations, capital improvements, funding, grants, expenditures and revenues; provides guidance to department head & staff on policy matters and processes related to the department's fiscal operations; develops, monitors, or modifies processes to increase efficiency and effectiveness of accounting operations, related processes, and reports; supervises a staff of professional and paraprofessional accounting staff; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Plans, directs and monitors the department's financial and accounting activities and details to ensure that all activities are accurate, handled and reported in accordance with County and department policies, practices and processes as well as all funding source, legal and regulatory requirements governing the department's financial activities;
- Reviews department accounting procedures and policies, recommends and implements modifications designed to increase the efficiency and effectiveness of accounting operations in the department;
- Directs the development and justification of the department's operating and capital budgets, all required financial statements, and related reports; monitors financial transactions and makes or directs adjustments to general ledger accounts as needed to ensure department's operating costs and expenditures do not exceed approved budget;
- Supervises professional and paraprofessional staff responsible for the routine processing of the department's financial transactions, including related budgeting, data management, and reporting; may include payroll and personnel transactions;
- Coordinates, or assists with, the development, review, and award of the department's Request for Quote, Invitation for Bid, and Request for Proposal submissions with centralized purchasing division staff;
- Oversees the purchase, tracking, and disposition of department assets in accordance with County policies and procedures;
- May oversee additional technology, administrative, and/or customer support functions and staff;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive knowledge of the principles, methods, and practices of accounting and regulations governing public institutions' financial operations, funding, financial reporting, and audits; excellent critical thinking skills with sound professional judgment and the demonstrated ability to analyze and interpret financial and accounting data and regulations correctly; demonstrated ability to accurately prepare all related and required statements and reports; demonstrated ability to oversee accounting and reporting for complex capital projects and for multiple sources of funding with unique utilization and reporting requirements.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Establishes and maintains sound working relationships with all levels of department staff, as well as centralized budget and procurement offices' staff; consistently communicates clearly and accurately (verbally and written); interacts professionally; excellent collaborative skills; works well independently and as part of a team; excellent supervisory skills including hiring, training, managing workloads, and providing beneficial feedback.
- **Decision-making and Authority:** Provides accurate and viable financial guidance to department head and staff; ensures all financial activities comply with all applicable policies and regulations; prepares and justifies department budgets.
- **Leadership:** Supervisory. Serves a senior member of department's management team.
- **Environment:** Typically works in an office setting; may be required to work in other department-specific locations as needed.
- **Physical:** Visual, hearing, and verbal acuity sufficient to engage in effective collaborations, data presentations, and to provide effective supervision of assigned staff. Physical ability sufficient to perform assigned duties.

Minimum Education and Experience:

Education: Four (4) year degree in accounting, finance or other relevant degree, degree in Public Administration preferred;

Experience: Six (6) years of progressively responsible professional accounting experience managing the financial operations of a large department, including two (2) years in a supervisory capacity; CPA preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- May require a valid driver's license to perform assigned duties at various job-related locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.