

Director of Finance



General Summary of Classification:

Provides administrative oversight of the County's centralized financial operations, resources, services, programs and policies; under the county manager form of government the director is responsible for the fiscally sound administration of the Department of Finance's operational divisions (accounting, budget, purchasing, real estate assessment, revenue, risk management and treasury) and exercises the powers conferred and performs the duties imposed by law on commissioners of revenue and treasurers; monitors economic trends, state and federal legislation with impact to the fiscal conduct of local government and the County's financial position and prepares recommendations for approval in response to enacted changes; and does related work as required.

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.

- Provides strategic short-term and long-term administrative oversight and guidance for the operational activities of the department's divisions; collaborates with division heads and staff to develop sound policies, operational procedures and proper internal controls; ensures regulatory compliance and the efficient, cost-effective management of operations, reports, programs and services under the purview of the Finance Department; ensures sound administrative control over the allocation of funding, revenues and expenditures in accordance with approved budget and source mandates;
- Advises County officials and department heads on budgetary, revenue, CIP planning, funding source mandates, expenditures and other fiscal matters; provides sound advice on budget, funding and revenue issues encountered by County departments; prepares and presents financial/budgetary reports in various public meeting settings;
- Ensures fiscally sound management of the County's centralized financial responsibilities, includes developing long-range multi-year financial projections and recommendations based on the analysis of relevant trends, data and findings, issuing general obligation bonds approved by voter referendum, making fiscally sound and viable recommendations related to debt servicing and investments, various tax assessment rates, various license and fee rates, revenue collection practices, revenue and expenditure projections for the County's department level and overall budget, and for revenue and funding disbursements;
- Ensures the County remains in compliance with all local, state, federal and other types of revenue and funding source mandates;
- Provides administrative oversight of the preparation of the County's Annual (Budget) Fiscal Plan which includes providing support and guidance to County departments and officials;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Comprehensive working knowledge of the principles and practices of public sector accounting, budgeting, recordkeeping, reporting, financial practices and procedures, internal controls, and the laws and regulations governing local government-specific fiscal activities and operations.
- **Technical:** Sound computer skills; sound working knowledge of division-specific operations, mandates and regulations; tax assessment and collection; bond referendums; government-specific debt management and investments; financial trending, analysis and reporting; developing and directing short-term and long-term fiscal policies, practices and controls.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral communication skills; excellent presentation skills; communicates clearly and accurately with tact and respect; interacts professionally with all levels of County staff and officials as well as diverse citizen populations.
- **Decision-making, and Authority:** Consistently demonstrates sound judgement and critical thinking skills with the ability to effectively problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to accurately synthesize, consider and weigh a variety of relevant factors and make accurate determinations, viable decisions and recommendations.
- **Leadership:** Politically savvy; consistently demonstrates personal accountability, professional integrity, sound judgement and critical thinking skills; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; leads and collaborates effectively to achieve department and County goals.
- **Environment:** Works in an office or boardroom setting; may work in various locations based on assigned responsibilities.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of County personnel, officials, and the public. Physical ability sufficient to perform assigned duties at various locations as needed. Requires working evenings and weekends as needed to perform assigned duties and meet firm deadlines.

Minimum Education and Experience:

Education: Four (4) year degree in accounting, finance, public administration, or a related field;

Experience: Ten (10) years of experience in finance administration (preferably in local government) including five (5) years of progressively responsible supervisory and managerial experience;

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

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

- 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.
- Conflict of Interest disclosures (completed prior to first day of employment): Financial Disclosure Statement; Credit Check.

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.