

FAYETTE COUNTY

FINANCE DIRECTOR

Position Description

Exempt

OVERALL OBJECTIVE OF JOB

To serve as a management level employee who directly reports to the County Commissioners. At the County Commissioners discretion, the incumbent employee is involved directly in the determination of the County accounting policy and guidelines and responsibly directs the implementation thereof, to ensure that the County creates accurate and timely financial records for the County.

ESSENTIAL FUNCTIONS OF JOB

1. Develop, update, and maintain auditing and accounting guidelines.
2. Recommend fiscal policy to the County Commissioners.
3. Ensure the County is following the proper internal controls.
4. Ensure all revenue accruals and expenditures are posted under the Accounting Standards at year end.
5. Prepare the Schedule of Expenditures Federal Awards ("SEFA") in time for the Annual Audit.
6. Works with Human Service Funds to ensure they are prepared as of December 31st for each calendar year and are ready for the Annual Audit.
7. Ensure the Annual Audit is completed by September 30th and provided to the Federal Government each year. Must work with the external Audit Firm so they have the audit completed in a timely manner.
8. Have oversight on the County Budget to the extent necessary for a full understanding of the Commissioners Budget.
9. Set-up new accounts based on the Commissioners Budget.
10. Oversee County Budget and ensure Departments are working within the established County Budget.
11. Liaison with all County Departments and Agencies.
12. Work with Purchasing Manager and Chief Clerk on Budget related issues.
13. Work with Purchasing Manager on department expenses.
14. Prepares a draft of the Financial Statement for external audits.
15. Prepare work-papers that support the Annual Financial Statement.
16. Review all cash accounts.
17. Reconcile County Grant with Departments. Meetings with Departments related to their Grants, such as PCCD and other Grants that must be submitted to the commonwealth on a Quarterly and Final Base at the Fiscal Year End.
18. Have oversight on County's Internal Controls.
19. Write Internal Policy and new Guidelines for the County when the Commonwealth and Federal Government issue new standards.

20. Make corrections to Audit Findings by External Audits.
21. The Finance Director, of Fayette County, will make management decisions on the proper Accounting and Standards that must be applied to all matters in the County.

OTHER DUTIES OF THE JOB

1. Attends meetings, seminars and training sessions as required.
2. Maintain accurate record keeping and retention of documents in compliance with legal requirements.
3. Review all New Federal and State Compliance requirements and see that the County enacts these new requirements.
4. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives supervision and directions from the county Commissioners.

SUPERVISION GIVEN

The Finance Director will supervise the Purchasing Manager, Grant Tax Collection Monitor and Chief Accountant, providing direction to all as necessary.

WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting, ventilation, and temperatures.
2. Works with average indoor exposure to noise, stress, dust/dirt, and subject to frequent disruptions.
3. Travels occasionally to attend meetings or perform other essential job duties.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods of the workday with occasional periods of standing, walking, twisting, bending, stooping, reaching carry, pushing, and pulling necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Occasional lifting/carrying objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in accounting or related field.

B. WORK EXPERIENCE

4 years of accounting experience in government fund accounting and/or auditing, OR any equivalent combination of acceptable training and experience. Management experience with accounting emphasis.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Must possess effective oral and written communication skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently yet work effectively with co-workers, government staff, outside agencies and others.
5. Must possess ability to maintain confidentiality in regard to County information and records.
6. Must possess technical knowledge of operating personal computers and other office equipment.
7. Must possess the ability to make independent decisions when circumstances warrant such action.
8. Must be able to understand federal, state and county law/regulations and basic functions, procedures and laws relating to fiscal operations.
9. Must possess thorough knowledge of principles and practices of effective supervision, and general office practices and procedures.
10. Must possess ability to evaluate accounting systems and develop sound accounting methods and procedures.
11. Must possess ability to prepare clear, accurate and comprehensive reports and financial statements.
12. Must possess ability to prepare budgets; to analyze and interpret accounting data, and reports and systems.
13. Must have a complete understanding of Governmental Accounting Standard Board (GASB) pronouncements set by GASB.

COMPUTER SKILLS – to perform this job successfully, an individual should have:

1. Strong computer skills.
2. Advanced Word skills.
3. Advanced Excel skills.
4. Advance Power Point skills.
5. Intermediate Outlook skills (Email & Calendar).

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF COMMUNITY RELATIONS SPECIALIST AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.