

Richland County Position Description

Position Title: Finance Director

Exempt from FLSA

Department: Finance

Reports to: Administrator

Pay Grade:

Date:

Hours per Week: 40

PURPOSE OF POSITION

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties of the Finance Director include but are not limited to serve as the County's chief financial officer; to be responsible for financial forecasting, budget development and monitoring, central financial accounting and reporting, administration of the County's debt program and administering a county-wide financial system; to be a key member of the Department of Administration and to be responsible for analyzing all aspects of county finances, providing advice, recommendations and options to the County Administrator and the County Board; and to provide responsive, courteous and efficient service to County residents and the general public.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Advise and assist the County Administrator and County Board in preparing budget documents and make related budget recommendations. Collaborate with County Administrator, department heads and related staff to review, analyze, and clarify budget document submissions and related budget entries on the financial system. Prepare required budget documents and attend budget hearings. Determine tax levy and county tax rates. Prepare annual budget publication for the public hearing notice to the newspaper.
- Monitor monthly department expenditures collaboratively with County Administrator.
- Review apportionment worksheet prior to submission by the County Clerk.
- Establish, maintain, and direct the countywide accounting functions (including general ledger, accounts receivables, accounts payable, payroll and fixed assets; develop cash management and internal control requirements; develop debt management activities including sale of bonds and record keeping; and bond rating) and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and Generally Accepted Accounting Principles (GAAP) to provide for timely and accurate financial recording and reporting both internally and with outside agencies of County fiscal and payroll transactions, including procedural controls.
- Develop, recommend and implement accounting policies and procedures, reporting and accounting methods for all departments.
- Perform statutory duties of a County Auditor. Examine the book of accounts of any County officer, board, commission, committee, trustee, or other officer or employee entrusted with receipt, custody, or expenditure of money, or by, or on whose certificate any funds appropriated by the County Board are authorized to be expended.
- Provide professional consultation and staff support to the County Board, governing committees, and County Administrator. Provide professional advice. Provide financial, statistical and analytical data.
- Recommend and assist the County Administrator in the development of long-range fiscal

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programs and financial management including maintaining the capital improvements plan and sales tax.

- Provide advice to the County Treasurer on the County's investments, including rescheduling options. Monitor and exercise flexibility to adjust to changes in cash flow.
- Assist in ensuring the requisite standards for maintaining the County's national credit rating are met on long-term debt and bond issues organization, budget balancing, tax collection delinquency, stability of tax levy, and maintenance of adequate fund balances.
- Develop and maintain annual and long-term debt management plan that is in accordance with federal, state and county regulations and that provides a consistent source of funds for capital improvements. Prepare required documents and analysis for bond and other long-term debt issuance.
- Oversee the design, selection and implementation of all manual and automated systems for the County's centralized financial systems.
- Track, monitor, and implement state and federal law related to income tax, payroll, arbitrage regulations, single audit requirements, tax rate freeze formulas, etc.
- Prepare and present financial reports to the county board, governing committees, and County Administrator regarding department budgets, operating funds, special grants, fixed assets and related data.
- Advise County Administrator and County Board regarding fiscal impact of County Board resolutions, ordinances, contracts, and staffing or program changes. Give advice regarding budget variations.
- Perform special financial studies as directed.
- Exercise financial audit control over County financial records. Assist outside auditors and consultants and provide pre-audited financial reports. Perform internal audits of County Departments.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in accounting, finance, business or closely related field required, Certified Public Accountant (CPA) certification preferred.
- Minimum of five years of financial, administrative and supervisory experience in business, industry or government; experience in county or municipal government preferred. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
- Competency and demonstrated experience in developing and monitoring large budgets.
- Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and county officials.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.

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PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Works indoors in the controlled environment of an office setting; lifts, pushes, pulls up to 10 pounds, occasionally up to 80 pounds; moves about county with occasional exposure to adverse environmental and atmospheric conditions.

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

Physical Requirements

- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Works in an office setting.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

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Date

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