

Richland County

Position Description

Position Title: Finance Director

Department: Administration

Reports to: County Administrator

Pay Grade: 23

Date: 09/16/2024

Hours per week: 20

FLSA: Exempt

Purpose of Position

The finance director is responsible for overseeing the county's financial health, long-term growth and ensuring compliance with accounting standards (GAAP), tax laws, financial regulations, and internal controls designed to prevent fraud and error.

Essential Duties and Responsibilities

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.

- Establishes, maintains, and directs County-wide accounting functions ensuring compliance with local, state, and federal requirements.
- Advises the County Administrator and County Board in preparing budget documents and makes related recommendations based on review and analysis of county financial data.
- Advises the County Administrator on Capitol Improvement Plans and establishes a long-range plan.
- Monitors all County department expenditures collaboratively with the County Administrator.
- Develops, recommends, and implements accounting policies and procedures.
- Prepares financial reports to County Board, staff, and governing committees.
- Provides professional financial consultation to County officials and staff.
- Develops and maintains long-term planning and debt management.
- Assists and collaborates with outside auditors and consultants.
- Prepares a variety of reports, data, analysis, and recommendations.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or similar field and five years' governmental accounting/finance experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities for this position. CPA licensure preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Comprehensive knowledge of government accounting principles, policies, and requirements.
- Knowledge of office terminology, procedure, routines, and equipment.
- Knowledge of office and staff management.
- Knowledge of Microsoft Word, Excel, Access, and Outlook software.
- Knowledge of IBM I-Series, AS400 systems.
- Ability to prepare a variety of documents including reports, letters, forms, and financial analysis spreadsheets.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to set policies and goals for the department with top management guidance.
- Ability to perform widely varied work involving complex and significant variables requiring analytical ability and inductive thinking.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date