



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Director of Finance

DEPARTMENT / SECTION: Finance – General Government

DATE REVIEWED: 03/2020

TITLE OF IMMEDIATE SUPERVISOR: County Administrator

GRADE: R

JOB SUMMARY:

The Finance Director is responsible for performing technical work with accounting services in accordance with Wisconsin Statute 59.23. This includes but is not limited to the development, implementation, and administration of a fund based accounting and financial reporting system. Exercises supervision over departmental accounting and reporting methods for all departments in Iowa County and serves, as the department head of the Finance Department. The Finance Director is a key member of the management team who manages overall agency finances. This individual assists with structuring new program budgets and establishing reporting mechanisms to comply with funding source regulations. The Finance Director identifies potential problems, formulates solutions and makes recommendations to the County Administrator and County Board regarding County finances.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/G RADE
1	Serve as head of the Finance Department, develop a budget for the department, and present it to the County Administrator for approval.		
2	Oversee and supervise the work of accountant specialist(s), and/or other finance related staff including the Bloomfield Healthcare Business Manager; evaluate their work and make recommendations for promotion or discipline.		
3	Assist in hiring business managers and/ or finance related staff to work in Highway, Social Services, Bloomfield HealthCare, and any other departments as needed; hire and direct employees in the Finance Department. Coordinate all Business managers in a Finance team conducting regular team meetings.		
4	Responsible for creating, updating, and coordinating the implementation of financial procedures, fiscal reporting and accounting methods; monthly and periodic reconciliation of account and financial statement balances, assist in budget preparation and budget management with the County Administrator.		
5	Accept grievances of employees in the Finance Department and attempt to resolve them as the first step of the grievance procedure.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
6	Maintain the County's general ledger, recording receipts and disbursements.		
7	Assist in pre-auditing of bills and other county expenditures.		
8	Make recommendations to the Executive Committee and County Board for the need to change accounting methods and systems in order to conform to reporting and auditing standards as required by rules or law and the General Accounting Standards Board (GASB).		
9	Prepare pre-audit support schedules for annual review by the independent auditor to reduce the time and cost of the annual audit. Work with and respond to the auditors while they are conducting the audit.		
10	Quarterly provide balance sheet and financial statements for County Board and relevant standing committees.		
11	Responsible for supervising the opening and closing of the County books of account, and reconciling closing balances to the budgetary financial statements for the year.		
12	Assist the County Administrator, Executive Committee and the County Board in preparing statistical data in support of financial goals.		
13	Responsible to plan, organize and assist the County Administrator in preparation and adoption of annual budget.		
14	Confer with the County Administrator and the Employee Relations Department on the fiscal impact of proposals regarding wages and benefits and provide costing information with proposals for labor negotiations.		
15	Audits grant reports and schedules for a variety of programs. Oversee and monitor grant requests and reports prepared by County departments.		
16	Collect and prepare information/data for the County's Central Services Cost Allocation Plan.		
17	Conduct training of county staff on accounting and reporting procedures and internal controls pertaining thereto.		
18	Oversee preparation and entering of general and appropriation journal entries.		
19	Oversee reconciling payroll withholding accounts, preparing the monthly and quarterly required payroll reports and annual payroll reports as required.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
20	Timely preparation and completion of annual W-2's, 1099, and any other annual payroll and financial related forms for the County.		
21	Oversee/review department cash and bank reconciliations, including balancing Treasurer's Cash in the general ledger with the County Treasurer monthly.		
22	Run monthly activity statements for departments. Train staff to understand the financial reports.		
23	Inform the County Administrator of discrepancies in department time reporting, budget, grants and financial related information.		
24	Prepare quarterly sales tax report.		
25	Oversee payroll and general voucher computer input.		
26	Oversee the maintenance of the vendor master file, and W-9 collection.		
27	Prepare annual Financial Report Form to the Department of Revenue for Iowa County as required by Section 73.10(2) of Wisconsin Statutes.		
28	Attend trainings in finance and management related topics.		
29	Perform such other related administrative duties as may be required.		
30	Must demonstrate regular and dependable attendance.		

Minimum Qualifications

1. Bachelor's degree from an accredited college or university in Accounting or Business Administration with emphasis in accounting.
2. Registration as a certified public accountant preferred.
3. Four years' experience of professional auditing or accounting.
4. Three years' of progressive supervisory experience.

Demonstrated Required Experience and Skills –

1. Considerable ability to analyze, summarize, and present financial information clearly and concisely.
2. Ability to maintain confidentiality of information.
3. Considerable ability to establish and maintain effective working relationships with the public and

- governmental officials, department heads, employees and the public.
4. Ability to prepare and analyze complex reports, financial statements and relevant data pertinent to the single audit and required reporting to other governmental agencies.
 5. Knowledge of governmental accounting, cost analysis and a concise appraisal of administrative fiscal management.
 6. Knowledge of laws, regulations, and administrative rules governing municipal financial management.
 7. Knowledge of data processing applications, with hands-on ability to produce meaningful and useful information data

Demonstrated Preferred Experience and Skills –

1. Extensive knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board and knowledge of Governmental Accounting and Financial Reporting (GAAFR).
2. Experience in budget management and systems analysis work desirable.
3. Experience in governmental auditing and accounting preferred.

Conditions of Employment

Must possess a valid driver's license, or the ability to possess one within 6 weeks or have means to arrive at work or meetings

Must treat all information with the utmost of confidentiality.

The individual will be exposed to staff and public contacts, travel, sitting, keyboarding and moderate lifting.

DATE: _____ Employee Signature: _____

DATE: _____ Employee Relations Approval: _____

DATE: _____ County Administrator Approval: _____