

JOB TITLE: Finance Director

FIN/1

DEPARTMENT: Finance, Rutherford County

JOB SUMMARY: This position is responsible for the overall administration of financial activities for the county.

MAJOR DUTIES:

- o Plans, organizes, and supervises the functions of the Finance Department, including collection, disbursement and accounting of county funds, purchasing procedures, payroll, debt management, and risk management systems.
- o Manages the preparation of monthly, quarterly, and annual reports.
- o Assigns, supervises, evaluates, and disciplines personnel.
- o Coordinates with the County Manager the development of the annual general operating and capital improvement budgets; works with department heads to project revenues and expenditures; reviews departmental budgets for accuracy and justification of resource allocation and expenditures.
- o Determines revenue projections based on expected expenditures and projected revenues.
- o Manages the receipt and investment of revenues and idle cash.
- o Reviews and manages on-going administration of the budget.
- o Attends meetings and serves on various boards and committees.
- o Assists auditors during the annual audit of the county financial records.
- o Maintains a general accounting system for the county.
- o Prepares the county's Comprehensive Annual Financial Report.
- o Advises the county concerning debt management activities; refinances bonds; issues certificates of participation.
- o Manages the county's investment portfolio.
- o Performs special projects designated by County Manager.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of public finance, budgeting, accounting, governmental accounting, auditing, and debt management.
- o Knowledge of the principles and practices of public administration.
- o Knowledge of the principles and practices of computerized financial information management.
- o Knowledge of economic trend forecasting and analysis techniques.
- o Knowledge of special requirements pertaining to accounting and investment of government funds.
- o Knowledge of government auditing procedures.
- o Knowledge of principles and practices of county purchasing and payroll systems.
- o Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- o Skill in developing and implementing policies and procedures.
- o Skill in utilizing financial computer software programs.
- o Skill in problem solving and decision making.
- o Skill in management and supervision.
- o Skill in gathering and analyzing complex data.
- o Skill in operating office equipment such as a computer and calculator.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department and county goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) requirements, grant requirements, auditing

standards, relevant federal and state laws and county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops financial management guidelines.

COMPLEXITY: The work consists of varied management, administrative, and technical duties. The number of guidelines to be followed and frequent changes in applicable guidelines contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the financial operations of the county. Successful performance helps ensure the effective and efficient processing of all government financial transactions, the accurate reporting of the government financial condition, the sound financial position of the county government, and provision of county services at reasonable tax rates.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, elected officials, department heads, bankers and financial representatives, state officials, external auditors, representatives of federal, state and local agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Finance Director (1), Accountant (1), and Finance Technician (2).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to be bonded.