



Assistant CFO (1015)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: No

Purpose

The purpose of this classification is to assist the Chief Financial Officer in directing and administering the County's financial operations and staff, to ensure timely and accurate filing of financial reports, to assist with the preparation of the annual budget and audit processes, and to assist with accounting functions and special projects, as assigned.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Assists the Chief Financial Officer with directing and administering financial operations: participates in development of strategic plans, annual business plans and related performance measures for the Finance Department and other departments/divisions as assigned; provides guidance and direction to department/division managers and department staff; and assists in developing policies and procedures.

Prepares all necessary reports to meet legal requirements: submits all mandated reports to local, state and federal regulatory agencies or others as required; compiles and/or tracks various administrative and/or statistical data pertaining to financial matters; prepares, reviews, and/or analyzes financial documents such as budgets, investment reports, income statements, balance sheets, financial statements, general ledgers, bank statements, etc.; makes applicable calculations; prepares or generates reports; and maintains records.

Assists in preparing, publishing, and distributing the annual budget: prepares preliminary budget with proposed alternatives; participates in long-and short-range financial planning, including forecasting revenues, capital requirements and cash flow management for funds; coordinates budget processes with County departments; and provides preliminary review and correction to written reports and documents included in annual budget.

Assists with annual audit functions: facilitates auditor interaction with Finance Department and other departments; compiles electronic data and reports; researches and analyzes transactions as needed; provides information to and answers questions from auditors; reviews audit documents and recommendations; and updates Chief Financial Officer and other County staff regarding findings and recommendations, and needed corrective action(s).

Performs periodic accounting functions: performs bank reconciliations for all cash accounts; transfers funds between cash accounts; reviews, approves and posts all journal entries and deposits to the general ledger; reconciles federal and state payroll taxes; tracks and reconciles prepaid items; and reconciles payable and receivable accounts to make sure that year-end balances are accurate.

Manages fixed assets: reviews capital outlay accounts; adds new items to and removes disposed assets from fixed asset listing; reviews general ledger for proceeds from asset sales, new asset invoices for trade-ins, etc.; tracks expenses related to capital projects; maintains information related to assets under construction; capitalizes constructed assets when finished; adds newly acquired assets to insurance listing and removes disposed assets from same; examines fixed asset list for accuracy and completeness at year-end; and runs depreciation calculations and reports.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Finance, Accounting, or a related field required; supplemented by five years of progressively responsible experience in finance or professional accounting, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Possession and maintenance of Certified Public Accountant (CPA) license or Certified Government Financial Manager (CGFM) certification is preferred.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), 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.

Physical Ability: Requires light physical effort involving lifting, carrying, pushing, or pulling between 5 to 10 pounds of weight in sedentary to light work.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019