



## **Chief Financial Officer (1010)**

**FLSA Status:** Exempt

**Pay Grade:** 30

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to plan, oversee and direct the administration of the County's financial operations and staff and to provide professional financial advice to the County administrators and Board of Commissioners.

### **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; establishes and promotes employee morale.

Ensures integrity and accuracy of all accounting and financial controls and activities of the County: interprets, applies, and ensures compliance with generally accepted accounting principles and standards and all applicable local, state, and federal codes, laws, rules, regulations, policies and procedures; and initiates any actions necessary to correct deviations or violations.

Develops, recommends, updates, and implements financial policies and procedures: reviews efficiency and effectiveness of financial operations, methods, processes, and procedures; identifies potential fraud, waste or abuse; implements needed improvements; and directs and coordinates annual audit by external auditors.

Consults with County administrators, Board of Commissioners, department heads and other County staff through the budget request process: compares data and recommends appropriate adjustments; checks, balances, and verifies completed budget requests; conducts and attends meetings and workshops; and advises, assists, or instructs staff regarding budget process as needed.

Prepares, publishes, and distributes the annual budget: prepares the preliminary budget with proposed alternatives; participates in long- and short-range financial planning, including forecasting all revenues, capital requirements and cash flow management for all funds; provides final review and correction to written reports and documents included in annual budget; and manages and participates in entering budget data into accounting system.

Monitors budgetary performance: oversees and conducts budget reviews; reviews financial statements; monitors revenues and expenditures; monitors and maintains debt service requirements; identifies problems and opportunities; formulates and recommends strategies to remedy budget deficiencies;

reviews budget status with departments; and develops performance indicators to be used in integrating performance/financial evaluation.

Oversees treasury operations: forecasts cash flow positions, related borrowing needs, and available funds for investment; ensures sufficient funds are available to meet ongoing operational and capital investment requirements; maintains banking and credit rating agency relationships; arranges for equity and debt financing; invests funds; oversees pension investment and other funds; makes recommendations regarding liquidity; and monitors adherence to policies and procedures and financial controls.

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.

Consults with County management and other officials to review financial operations and activities, review and resolve problems, receive and give advice and direction, and provide recommendations: prepares, analyzes, distributes, and presents financial reports and executive summaries; attends Board of Commissioner's meetings; makes recommendations to assist County management in making financial decisions; and prepares ordinances and resolutions as requested.

Manages department financial resources; develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget; and reviews and approves all financial documentation.

Performs other related duties as required.

### **Minimum Qualifications**

Master Degree in Accounting, Finance or a related field required; supplemented by five years of progressively responsible experience in finance administration and professional level accounting in government setting, 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:** Must possess and maintain a valid Certified Public Accountant (CPA) license. Possession and maintenance of Certified Governmental Financial Manager (CGFM) certification is preferred.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**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 involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **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:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**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