

**MOBILE COUNTY PERSONNEL BOARD
invites applications for the position of:**



**DIRECTOR OF FINANCE (MOBILE COUNTY
COMMISSION)**

SALARY: See Position Description

OPENING DATE: 06/01/16

CLOSING DATE: 07/01/16 11:59 PM

GENERAL INFORMATION:

This is administrative and professional work in policy formulation and management of financial affairs for the Mobile County Commission.

NOTICE:

Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the attachments tab on the application screen when you are applying.

It is extremely important to provide a valid email address on your application and to monitor the email account for notifications and additional information.

As you create a JobOpps account, you will be asked for Notification Preferences (email or paper). Paper notification is not available; therefore, "email" should be selected. All notifications will be sent by email only.

To ensure that messages arrive in your inbox safely, please add **@personnelboard.org** and **@governmentjobs.com** to your Safe Sender list. If you need details on how to add email addresses to your Safe Sender list, please refer to the Help documentation of your email program, or contact your email service provider.

JURISDICTION

MOBILE COUNTY

YEARLY RATE

\$80,962 - \$129,430

HIRE RATE: \$80,962 - \$101,111 (depending on qualifications)*

*In accordance with Personnel Board Rule 5.2 (a), at the discretion of the Appointing Authority, an applicant may be appointed up to the mid-range of the pay plan for professional and technical positions.

EXAMINATION: IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY. No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the job-specific Supplemental Questions. Applicants must provide all background information and supportive documents as requested on the application, supplemental questions and job posting.

REQUIREMENTS:

MINIMUM QUALIFICATION REQUIREMENTS:

Attainment of a minimum of a bachelor's degree from a recognized college or university in accounting or closely related area, preferably a master's degree, and a minimum of five years' experience in

governmental financial planning and administration, including a minimum of three years' responsible supervisory experience; or a combination of education and experience equivalent to these requirements.

ESSENTIAL REQUIREMENTS OF THE WORK: Comprehensive knowledge of the principles, methods and practices of governmental finance; thorough knowledge of the principles and practices of public administration; thorough knowledge of the approved principles and standard practices of centralized, budgetary and accrual accounting, planning, economic development and other areas; good knowledge of accounting information systems; ability to interpret relevant state, federal, local, and special program laws and regulations; ability to plan, organize and direct the work of several separate operating units engaged in a variety of financial and related activities; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

DESCRIPTION:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Develops, presents and administers the County's annual operating and capital budgets; directs the design, planning, implementation, and maintenance of central accounting systems; oversees the posting of expenditures (including contract payments) and cash receipts; oversees accounting controls, purchasing, payroll, and other related activities; supervises preparation of accounting statements on County financial affairs for administrative officials and the general public; directs preparation of revenue, expenditure, debt, cost and other statements; compares performance with operating plans and standards; interprets financial data and submits reports; provides management reports and presentations on deviations from the projected budget, revenue projections, and other trends to facilitate executive decision making and required adjustments; ensures that a system of internal controls is adequate to safeguard the County's assets and insure the integrity of the financial statements; compiles data for bond sale prospectus and information for bond-holders; analyzes current financial condition and recommends fiscal actions; supervises purchasing, payroll, accounts payable, accounts receivable and other sections; attends meetings and conferences; answers inquiries from other governmental agencies and the public; resolves difficult complaints; supervises the maintenance of inventory control records; performs related work as required.

IMPORTANT INFORMATION:

An employee in this class is responsible for preparing the annual budget, conducting financial studies, designing and managing a complex accounting system, formulation and execution of broad policies and coordination of the work within the Commission office and with other departments and agencies. The Director of Finance advises and consults with public officials and department heads on fiscal problems and supervises the preparation of data which is essential to policy and administrative determinations. Work is performed under the general direction of the County Administrator, Deputy County Administrator or other superior in accordance with accepted accounting principles and procedures with considerable latitude for independent judgment within established guidelines. Supervision is exercised over professional and clerical employees as assigned.

IMPORTANT INFORMATION FOR ALL APPLICANTS

NOTICE:

Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the *attachments* tab on the application screen when you are applying.

All applications must be submitted online through the Mobile County Personnel Board *JobOpps* site.

Paper applications will not be accepted and will be returned.

An email address is required for all applications. For information on obtaining an email address, visit the [FAQs link](#) on the [Job Opportunities](#) page at <http://www.personnelboard.org/>. The Mobile County Personnel Board does not endorse any particular provider.

Accuracy and truthfulness are of primary importance for Merit System employment and all applications

are reviewed with this in mind. Errors, omissions and inaccurate information on the application will be construed as an incomplete application and will result in rejection of the application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly.

Resumes will not be accepted in place of completing the education and experience sections of the application.

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED

Applications **must be complete** and **all required or supplemental documents** (college transcripts, driver's license, and/or certifications) **must be attached at the time of submitting the application.**

See the job posting and the supplemental questions for required documents for each job posting.

**If needed, computers and scanners are available in our office
at 1809 Government Street, Mobile, Alabama.**

Our office hours are 8:00 am to 5:00 pm Monday - Friday, except for major holidays.

**Only one application will be accepted per applicant per job posting.
Subsequent applications submitted for the same job posting will be rejected.**

COLLEGE TRANSCRIPTS

College transcripts, where required or otherwise to be considered, must be attached as part of completing an application. Grade reports, computer downloads of grades, and diplomas are not transcripts and will not be considered. **Transcripts must be either an official or student copy issued by the educational institution.** See the [College Transcript Information](#) link on the [Job Opportunities](#) page at <http://www.personnelboard.org/> for additional information and requirements regarding educational transcripts.

OPEN TO: All who meet the requirements as set forth in the job posting and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

RESIDENCE REQUIREMENTS: Unless otherwise stated in the job posting or supplemental questions, there are no residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

FINAL DATE FOR FILING APPLICATION: The completed application should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. Applications must be submitted by the final filing date and time specified on the job posting.

VETERANS PREFERENCE: For complete information on Veterans Preference points on an open competitive application, view the [Veterans Information](#) link on the [Job Opportunities](#) page at <http://www.personnelboard.org/>.

MEDICAL EXAMINATION: Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the examination.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. Assistance may be requested by contacting the Mobile County Personnel Board at 251-470-7727.

A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street, Mobile, Alabama, at 9:00 a.m. on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the

seminars will be on a first come, first served basis, as long as space remains available.

NOTICE: The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

DONALD DEES, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnelboard.org/>

Position ##19884-0516
DIRECTOR OF FINANCE (MOBILE COUNTY COMMISSION)
VH

P.O. Box 66794
1809 Government Street
Mobile, AL 36660-1794
251 470-7727

mcpb@personnelboard.org

DIRECTOR OF FINANCE (MOBILE COUNTY COMMISSION) Supplemental Questionnaire

- * 1. The Director of Finance position requires a bachelor's degree from a recognized college or university in accounting or a closely related field such as finance, economics, business administration, and preferably attainment of a master's degree. Describe your educational background, including any certifications, licensures etc. relevant to this position. NOTE: Transcripts must be scanned and electronically attached to THIS application for college education to be considered. Transcripts MUST include 1) the student's name, 2) the school's name printed on the front of the document, 3) a list of all completed courses by semester/quarter and grade for each course, 4) cumulative GPA, and 5) the degree and date conferred (if applicable). Check your transcript attached and make sure it includes this information.
- * 2. Director of Finance requires a minimum of FIVE years experience in governmental financial planning and administration, including a minimum of THREE years responsible supervisory experience. Fully explain your experience managing the planning, development and presentation of annual governmental budget(s), including revenue projections. NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application. In your answer, be sure to indicate the employer name, dates of employment, duties performed, hours worked, etc. If you have no work experience in this area, write "NONE" in the blank space below.
- * 3. Director of Finance requires a minimum of THREE years responsible supervisory experience. Describe how your THREE years of supervisory work experience in governmental financial planning or a closely related supervisory role has prepared you for this position. NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application. In your answer, be sure to indicate the employer name, dates of employment, duties performed, hours worked, etc. If you have no work experience in this area, write "NONE" in the blank space below.
- * 4. Describe, in detail, your knowledge of Generally Accepted Accounting Principles (GAAP) and how you have used these principles when coordinating annual audit functions, preparing annual financial statement(s) and preparing management reports for discussion and analysis. NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application. In your answer, be sure to indicate the employer name, dates of employment, duties performed, hours worked, etc. If you have no work experience in this area, write "NONE" in the blank space below.

- * 5. Explain your work experience directing the analysis of financial operations for the purposes of: a) identifying deviations from projected budget, b) forecasting future revenue and c) projecting other financial trends in order to facilitate executive decision-making and initiating required adjustments to operating plans. NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application. In your answer, be sure to indicate the employer name, dates of employment, duties performed, hours worked, etc. If you have no work experience in this area, write "NONE" in the blank space below.
- * 6. Describe, in detail, your work experience developing and managing a governmental debt management program where you ensured compliance with statutory debt limits, annual reporting requirements, and production of required data for official statements, financial stability, transparency and sound financial practices. NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application. In your answer, be sure to indicate the employer name, dates of employment, duties performed, hours worked, etc. If you have no work experience in this area, write "NONE" in the blank space below.
- * 7. The Finance Director must have the ability to plan, organize and direct the work of several operating units engaged in a variety of financial and related activities. Explain how your work experience has prepared you to direct and supervise the GENERAL LEDGER operation of the Finance Department.
- * 8. Explain how your work experience has prepared you to direct and supervise the ACCOUNTS PAYABLE operation of the Finance Department.
- * 9. Explain how your work experience has prepared you to direct and supervise the PAYROLL operation of the Finance Department.
- 10. Explain how your work experience has prepared you to direct and supervise the ACCOUNTS RECEIVABLE operation of the Finance Department.
- * 11. Explain how your work experience has prepared you to direct and supervise the GRANT ACCOUNTING operation of the Finance Department.
- * 12. Explain how your work experience has prepared you to direct and supervise the FIXED ASSET ACCOUNTING operation of the Finance Department.
- * 13. Explain how your work experience has prepared you to direct and supervise the FINANCIAL POLICY DEVELOPMENT AND MONITORING operation of the Finance Department.
- * 14. The Finance Director will be responsible for developing fiscal policies and procedures and improvements in the financial systems of Mobile County. Discuss your experience in developing, recommending and providing sound advice and counsel on fiscal policies and programs, debt management issues, and other financial matters to senior management staff, public and elected

officials, external stakeholders, boards, commissions, etc. NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application. In your answer, be sure to indicate the employer name, dates of employment, duties performed, hours worked, etc. If you have no work experience in this area, write "NONE" in the blank space below.

- * 15. Education: Transcripts must be attached if you wish to have college education considered for credit. Work Experience: Your application, including Education and Work Experience, must reflect your responses to the questions above in order to be considered. If your answers are not reflected in the Education and Work Experience sections, your application may be removed from consideration. Veterans Preference (open competitive postings only): If you are requesting Veterans Preference points, you must attach the necessary documentation to receive credits. Driver's License or other required licenses/certifications: If a driver's license or other document is required, a copy must be attached. Have you reflected your work experience in your answers and attached all documents for consideration?



Yes



No

* Required Question