

TALLADEGA COUNTY COMMISSION



DEPARTMENT: Commission
POSITION: Finance Director
ENTRY LEVEL: Depends on Qualifications
FLSA Classification: Exempt

OVERVIEW:

Responsible for planning, organizing, and directing the financial operations of County government.

ESSENTIAL DUTIES:

Under the general direction of the County Administrator, performs the following duties:

- Plans, organizes, manages, and supervises all financial accounting, revenue collections, budget, cash management, investments, debt management, and purchasing for the County
- Supervises and directs the Finance Department in accordance with County policies and procedures, and appraises and evaluates the performance of the department personnel
- Plans long-range financial goals, objectives, and directions for the County
- Formulates and implements policy standards for the Finance Department
- Develops, installs, and maintains budgeting systems which provide control of and tracking of revenues and expenditures
- Works with the County Administrator in developing the County's annual operating and capital budgets
- Prepares revenue and expenditure forecasts for budget and management decisions
- Monitors expenditure levels of all county departments for compliance with budgetary and management objectives
- Ensures compliance with all federal state, and local laws, as well as applicable GAAP and GASB rules and standards in regard to the County's financial business; informs the County Administrator and County Commission of any *material* irregularities or financial problems
- Oversees the county cash management program and authorizes transfer of cash and investment assets
- Directs and assists in preparation of all required reports; attends all required meetings
- Reports the financial status of the county to the County Administrator and Commission monthly
- Assists external auditors by providing needed data and by responding to inquiries in the course of or at completion of the audit
- Engages in a variety of professional development activities and encourages subordinate staff to do likewise
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Other duties and responsibilities as may be assigned

SKILLS AND ABILITIES:

Must have the following:

- Knowledge of the principles and practices of public finance, budgeting and accounting
- Knowledge of the principles and practices of public administration
- Knowledge of the principles and practices of computerized financial information management
- Knowledge of economic trend forecasting and analysis techniques
- Knowledge of special requirements pertaining to accounting for and investment of governmental funds
- Knowledge of governmental auditing procedures
- Knowledge of relevant federal and state laws, GAAP, GASB, and departmental policies and procedures
- Skill in utilizing financial computer software programs
- Ability to plan, organize, and direct a comprehensive program of financial services.
- Ability to analyze and make management decisions; to maintain complex financial records, and to prepare reports utilizing these records
- Ability to supervise; to plan, establish, assign, and coordinate priorities
- Ability to accurately to forecast future financial conditions of the County government
- Ability to exercise good judgment in evaluating situations and in making decisions
- Ability to communicate and work effectively with managers, elected officials, and employees

SUPERVISORY CONTROLS:

The County Administrator assigns work in terms of departmental goals and objectives. The work is reviewed through conferences, reports, audits and observation of departmental activities.

WORK ENVIRONMENT:

Typically performed in an office.

GUIDELINES:

Guidelines include Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) guidance and statements, relevant federal and state laws, and County policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field (accounting, business administration, public administration)
- Experience sufficient to thoroughly understand the diverse objectives and functions of a governmental finance department in order to direct and coordinate work within the department, usually interpreted to require 3 to 5 years of related experience
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama
- Ability to be bonded

ESSENTIAL PHYSICAL ABILITIES:

Work is typically performed with employee sitting at a desk with intermittent standing and walking. Employee must occasionally lift light objects.

ADA COMPLIANCE:

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPPA COMPLIANCE:

The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE:

In accordance of Talladega County's Substance Abuse Policy of 2012, as amended, all job applicants offered employment will undergo testing for the presences of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

Submit resumes to sherry.gaither@talladegacountyal.org