

# TALLADEGA COUNTY COMMISSION



**POSITION:** FINANCE DIRECTOR  
**DEPARTMENT:** Commission  
**GRADE:** Q (\$28.43 - \$39.40/hour)  
**FLSA:** Exempt

## **OVERVIEW:**

Responsible for planning, organizing, and directing the accounting functions, including implementation of policies

## **ESSENTIAL FUNCTIONS:**

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
- Prepares or directs preparation of financial statements and coordinates annual and other audits
- Supervises and directs the Finance Department in accordance with County policies and procedures, and appraises and evaluates the performance of the department personnel
- Ensures compliance with state, federal, and other regulatory reporting requirements
- Ensures compliance with GAAP and GASB standards and statements
- Responsible for timely filing of mandatory external reporting requirements
- Ensures accuracy and timeliness of accounting for transactions and balancing ledgers and accounts
- Formulates and implements internal controls
- Ensures compliance with purchasing, reporting, and other policies as they relate to the county's financial and capital assets
- Ensures timely and accurate payment of County's financial obligations
- Works with the County Administrator in developing the County's annual operating and capital budgets
- Monitors expenditure levels of all county departments for compliance with budgetary and management objectives
- Reviews work of accountants to ensure that revenues and expenditures are properly and timely recorded
- 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
- Prepares and submits monthly or quarterly financial reports for the County Administrator and Commission
- Assists external auditors by providing needed data and by responding to inquiries in the course of or at completion of the audit
- 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

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in (accounting, business administration, public administration)
- Experience sufficient to thoroughly understand the governmental accounting, financial reporting, and finance, including preparation of annual financial statements, usually interpreted to require 3 to 5 years of related experience
- Ability to be bonded

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of public sector (government) finance, budgeting, accounting, and financial reporting
- Knowledge of the principles and practices of public administration
- Knowledge of the principles and practices of computerized financial information management
- 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 standard office and specialized accounting/financial computer software programs
- Skill in planning, organizing, and directing a comprehensive program of financial services.
- Skill in supervising; planning, establishing, assigning, and coordinating priorities
- Ability to analyze and make management decisions; to maintain complex financial records, and to prepare reports utilizing these records
- Ability to reasonably forecast future financial conditions of the County based upon local, regional, and national economic data
- Ability to exercise good judgment in evaluating situations and in making decisions
- Ability to communicate and work effectively with managers, elected officials, and employees

**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.

**SUPERVISORY CONTROLS:**

- This position supervises all Accountants in the Finance Department
- This position receives supervision from the County Administrator. The work is reviewed through conferences, reports, audits and observation of departmental activities.

**WORK ENVIRONMENT:**

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking.

**REQUIRED PHYSICAL ABILITIES:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Ability to sit at a desk with intermittent standing and walking.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for **Finance Director/CFO**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_