



# DIRECTOR OF FINANCE

Jefferson County, Alabama



[www.jccal.org](http://www.jccal.org)



# The Community

Looking for a vibrant community to call home with access to numerous outdoor activities and an award-winning culinary scene? Look no further than Jefferson County, the largest county in the state of Alabama (more than 670,000 residents). The central location of our county in the state positions us to be close to a wide variety of outdoor activities. From hiking and biking at State Parks, to weekends on the lake within a quick drive, our community has much to offer. If you love great food, we have James Beard Award winning chefs and an unparalleled craft beer scene. Zagat included us on the list of America's Next Hot Food Cities.

Into sports? So are we! The United States Football League (USFL) made Birmingham its home, playing all games at our new Protective Stadium in the heart of the UpTown entertainment district during its inaugural season. There is also Birmingham Legion Soccer, the Birmingham Baron's Baseball, University of Alabama at Birmingham college football, the Honda Grand Prix at Barber Motorsports Park, and the Regions Tradition Senior PGA Golf Tournament.

Culture is at the heart of our community with the Birmingham Civil Rights National Historic District, featuring the Birmingham Civil Rights Museum and the newly restored A.G. Gaston Motel. The Birmingham Museum of Art is also nationally recognized for its works and exhibits.

Educational opportunities abound here. The University of Alabama at Birmingham (UAB) is an urban university with approximately 16,000 students. Both its Nursing and Dental schools rank among the best in the country and it's a world-renowned medical hospital and research facility. There are also several other local colleges and universities that provide a wide range of educational specialties from vocational training to liberal arts programs. We also have great secondary and primary schools with the Alabama School of Fine Arts, Birmingham's EPIC School, i3 Academy and the Jefferson County International Baccalaureate School.

Music and Arts take center stage in our community, whether it's at one of our downtown music halls, the Legacy Arena at the Birmingham Jefferson Convention Center, UAB Performing Arts, or neighboring Oak Mountain Amphitheatre, you can find a genre that fits your mood and interests. Historical Sloss Furnace also plays hosts to a variety of events, from bands to the Magic City Art Connection.

Living is easy in Jefferson County. Birmingham has emerging loft districts in the heart of downtown, or you can opt for the suburbs in one of the 34 neighboring municipalities. Commutes are easy thanks to 5 interstates, and the cost of living is some of the lowest in the region. Lending Tree named Birmingham as one of the Top 10 most affordable cities for first time home buyers.

Jefferson County and the Birmingham region has so much to offer, it's no wonder that other businesses such as Shipt, Landing and the J.M. Smucker's company decided to locate here. In fact, in 2022, the city hosted the World Games and welcomed in thousands of athletes from around the world. There are also three automotive manufacturers in the region: Mercedes-Benz U.S International, Honda Manufacturing of Alabama, and AutoCar, they are supported by 25 automotive suppliers.







## The Organization

Jefferson County provides vital services to the residents of the county through approximately 2,500 employees in 35 departments with responsibilities and duties to include construction of roads and bridges, keeping our waterways clean, collecting and distributing motor vehicle taxes, plus more through the continued support of the economic growth and development of the county and surrounding areas. Our diverse group of employees utilizes their knowledge, skills and abilities by working together to provide quality and effective public services to our residents to ensure needs are met. Jefferson County contributes to and strengthens the quality of life of its residents for more economic prosperity by attracting new businesses and developing a quality workforce.

The County's mission, vision and core values drive all facets of its services, serve as the foundation of the organization's future, and encompass the ideals that guide decisions, shape culture, and establish standards.

- **Mission:** Providing exceptional, everyday service through character and competence
- **Vision:** To be a model local government that anticipates and meets the evolving needs of the diverse community with energy, character, dedication, and accountability
- **Core Values:** Transparency, Inclusion, Integrity, Innovation, Energetic Service, and Safety

Jefferson County's daily administration of county government is managed by a County Manager as the Chief Executive Officer. Under the County Manager form of government, the County Commission is the governing body of Jefferson County with five Commissioners elected from districts, for concurrent four-year terms. The Commissioners distribute the powers and duties conferred by law upon the County Commission and the members as they deem fit and efficient, and seek to promote the health, safety, and general welfare of the residents of Jefferson County.



# The County's Financial Environment

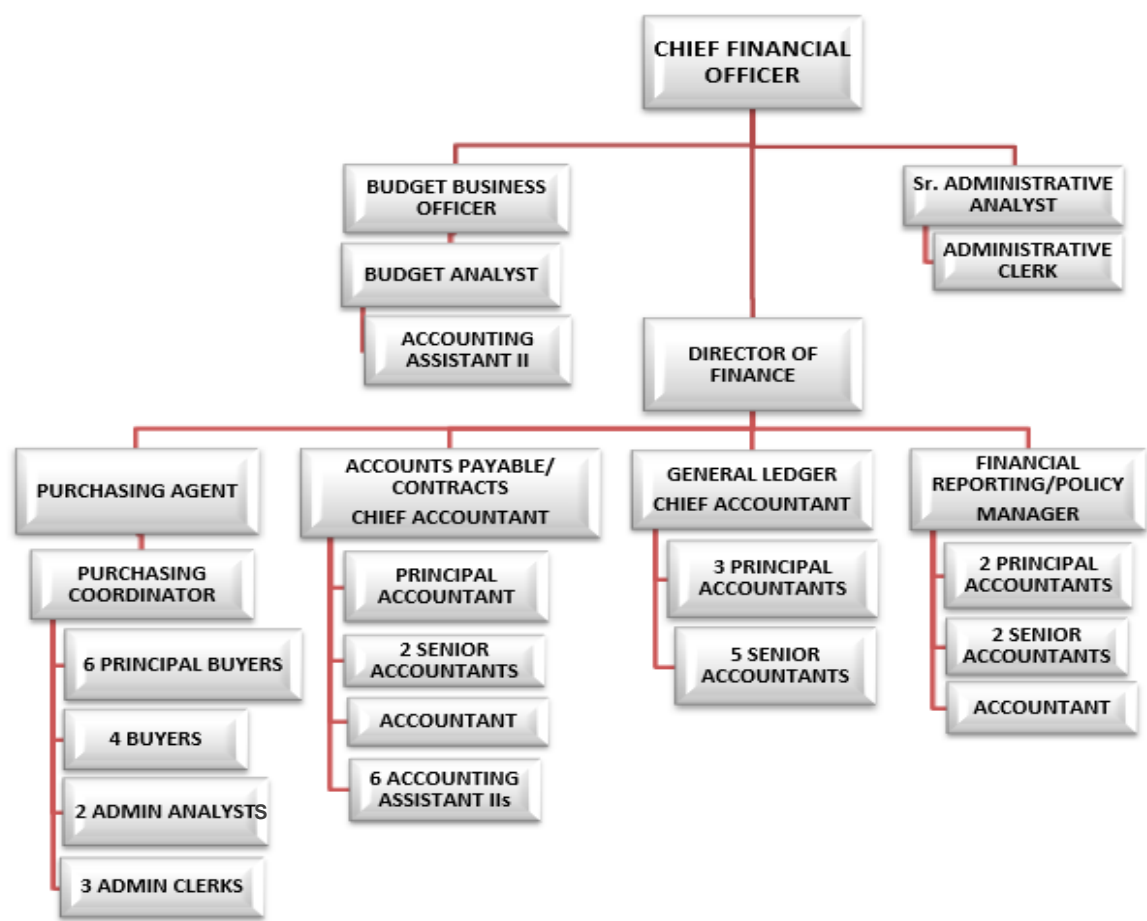
Jefferson County has an integral and important responsibility to its citizens to carefully account for public funds, to wisely manage these funds, and to plan adequate funding of services the public considers necessary. The Commission manages an operating capital budget of approximately \$882 million annually. The Commission has total assets of \$1.1 billion. Business type activities consist primarily of a sanitary operations enterprise fund with assets of \$2.5 billion, and annual revenues in the amount of \$248 million. The Commission also maintains fifteen separately reported special revenue funds with annual revenue of approximately \$300 million. Jefferson County maintains a financially stable general fund balance of \$237 million. Additionally, to ensure long-term financial health of the County, Jefferson County has established three separate reserve funds (Economic Uncertainty Fund, Budget Stabilization Fund, and Catastrophic Event Fund). As of September 30, 2021, the County's total cash reserve balance in these three emergency reserve accounts was approximately \$45 million. The Commission utilizes the Tyler Munis ERP software to account for its financial activities. Jefferson County Commission was awarded a Distinguished Budget Presentation Award by the Government Finance Officers Association for its annual budget document dated October 1, 2021.



# The Finance Department

The Finance Department is honored to serve on behalf of the County Commission to be fiscally responsible, customer focused and team oriented. Its mission is to efficiently and effectively manage the financial operations, assets, and liabilities of Jefferson County through accounting, budgeting, and purchasing. The Department also manages the County's debt portfolio; the County's investment portfolios; and a cooperative purchasing program which reduces costs to members including many cities within the County. This includes ensuring all financial transactions are recorded in the accounting system, developing and maintaining a robust enterprise resource planning (ERP) system and reporting tools, and supporting department operations in accordance with county policies and procedures, generally accepted accounting principles and applicable laws. In carrying out this mission, it is essential that the Finance Department provide high quality, customer-friendly service to its internal and external customers. With customers in mind, the Finance Department handles this fiscal responsibility with a spirit of integrity. The Department is represented by a diverse group of people committed to serving our customers and the people of Jefferson County.

## Finance Organization





# The Candidate Profile

Reporting to the Chief Financial Officer, The Director of Finance plans, organizes, and directs Jefferson County financial and administrative operations. This includes tasks related to investment management, accounting, budget administration, debt management, and purchasing. divisions.

This individual directs the functional areas or operations, ensures employees have the necessary resources to accomplish goals, resolves complex business issues, oversees the flow of cash, and generally assists the Chief Financial Officer in the execution of his/her authority and responsibilities in the areas of executive leadership, managerial and organizational effectiveness, fiscal planning, and budget accountability. The work of the Director of Finance is reviewed by the Chief Financial Officer for departmental efficiency and effectiveness.

## Desired Experience and Requirements

### Specific Experience

- Held role with progressive exposure to accounting and financial principles
- Held managerial role within a financial function
- Experience working with Government Accounting Standards Board (GASB) Principles
- Experience and exposure to cash management, internal controls, budgeting, and general ledger

### Experience managing a work unit

- Managed a work unit (20 or more people)
- Experience as a 2<sup>nd</sup> level manager (i.e., supervised a supervisor)
- Responsible for setting goals and making key decisions at a unit level
- Managed a budget for a work unit
- Responsible for evaluating the performance of those within a unit

### Experience implementing and monitoring work unit strategy

- Responsible for a concrete substantial change effort
- Developed and implemented a strategic initiative
- Responsible for managing and delivering results on several high-level projects at the unit level (i.e., more than individual level objectives)

### Experience interacting with key internal and external stakeholders

- Experience working in a high stress environment involving multiple constituents
- Responsible for a function that delivers services to internal and external customers
- Held roles involving forging positive interpersonal working relationships
- Responsible for the development and growth of multiple others (e.g., coaching activities, formal mentoring)
- Responsible for delivering complex communications to multiple parties (verbal and/or written)

### Experience working in environments that require adherence to high professional and ethical standards

- Exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector

# Desired Education and Competencies

Potential candidates should possess a bachelor's degree in accounting, finance, business administration, public administration, or related field.

Candidates should possess a demonstrated ability to have leadership credibility and impact. A passion for valuing diversity, equity and inclusion and possessing the highest level of integrity and ethics is essential. A demonstrated ability to work collaboratively, build relationships effectively with a variety of stakeholders and individuals while having interpersonal awareness is desirable. Demonstrating a strategic thinking approach and having organizational awareness are important. The County desires a candidate to have the ability to adapt, manage and resolve conflict. Additional important attributes include possessing both a commitment to championing innovation and change that aligns with the County's goals. Having the ability to foster an environment of learning and improvement through coaching and developing are desirable traits. The County also desires a candidate that exhibits effective judgement and decision-making skills, all while driving results.

## Preferred Experience

### Preferred Certifications or Licensures

- Licensed as a Certified Public Finance Officer (CPFO) or Certified Public Accountant

### Specific Experience

- Experience managing the financial administration of a large governmental unit (minimum 5 years)
- Experience auditing local government

### Experience managing a work unit

- Engaged in concrete personal development activities (e.g., formal programs, taking on stretch assignments, integrating a development plan into daily activities)
- Held roles in which they have delegated important responsibilities to others

### Experience implementing and monitoring work unit strategy

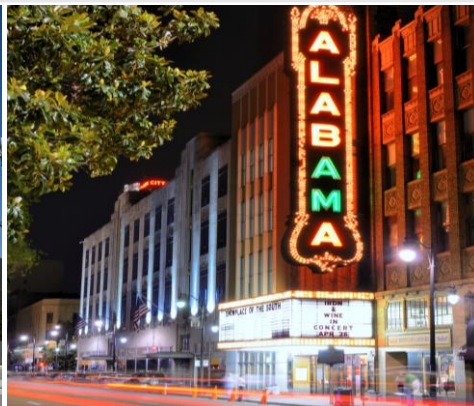
- Responsible for guiding the implementation of an innovative solution (e.g., organizational process, product)

### Experience interacting with key internal and external stakeholders

- Held roles in which they were responsible for resolving conflicts and driving consensus
- Responsible for completing a negotiation at work

### Experience working in environments that require adherence to high professional and ethical standards

- Demonstrates a track record of ethical professional behavior
- Demonstrates a track record of understanding and respecting the practices, customs, and values of people from different backgrounds, perspectives, and cultures



# Compensation and Benefits

The starting salary will be commensurate with the selected candidate's qualifications, experience, and professional advancement with a salary range of \$150,000 to \$195,000 DOQ/E, plus excellent benefits which may include capped covered relocation expenses.

Employees enjoy reliable benefits and are offered a strong benefits package with options that truly work for all.

- Comprehensive medical benefits with low copays, low deductibles, and high levels of coverage after 30 days of employment for self and eligible dependents
- Dental and Vision insurance plans after 30 days of employment for self and eligible dependents
- Term Life Insurance and Voluntary Accidental Death & Dismemberment Insurance for self and eligible dependents
- Optional Healthcare and Dependent Care Flexible Spending Accounts (FSAs)
- Disability benefit options such as Short-Term Disability and Long-Term Disability
- Supplemental insurance options such as Group Accident, Group Critical Illness, and Group Hospital Indemnity
- Optional General Retirement System (Pension) enrollment and Deferred Compensation
- Paid vacation, sick leave, and holidays

# Application and Selection Process

We invite qualified professionals to submit applications and resumes online by visiting [www.jobsquest.org](http://www.jobsquest.org) by **October 2, 2022**. All applications need to be submitted by 11:59 p.m. cst of the posted close date. Applications will be screened against criteria provided.

Applicants who apply for this position can be considered for other senior level exempt executive positions (e.g., Deputy Director and Director level) of Jefferson County Commission should future vacancies become available.

The Jefferson County Human Resources Department has tentatively scheduled a full-day Assessment Center on **November 9, 2022** for those named as finalists.

## For more information, contact:

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