

MEDINA COUNTY COMMISSIONERS

Job Description

Assistant Finance Director

Finance



SUMMARY

The Assistant Finance Director works under the direct supervision of the Director of Finance. Oversees and supervises the daily operations of the Finance Department. Has the primary responsibility for ensuring a high degree of accuracy and quality in all financial documents and in developing systems to efficiently and accurately record and report the County's financial status to County officials who rely on this material to make decisions. Performs proficiently and independently, complex professional level accounting duties and functions as well as duties required by statute. Serves as principal backup to the Finance Director; acts on his/her behalf in his/her absence.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Under the general guidance of the Director, plans, organizes, and coordinates the budgeting and financial planning for the County and/or day-to-day financial operations of the Finance Department. Prepares and administers budgets. Develops and oversees the administration of policies, procedures and work products in accordance with applicable Federal, State and Local laws, policies and procedures and generally accepted accounting principles. Formulates and communicates goals and policies to subordinates, superiors, and others throughout the County. Acts on behalf of the Director on matters that impact the operation of the department and have primary responsibility for establishing and maintaining effective working relationships with all levels of staff, public officials, auditors, agency representatives and the general public. Serves as liaison for the Finance Department in the provision of financial information and resolution of problems with user departments. Evaluates effectiveness of department policies and procedures and recommends and implements needed changes. Monitors the financial status of the operating budget to ensure no financial difficulties. Identifies, investigates and reports on deviations from financial plans. Manages the research, analysis, and data gathering for financial policy issues identified by the Finance Director or other department directors; oversees the preparation of reports summarizing such findings and recommendations.
- II. Serves as primary liaison between the Office of the State Auditor in order to ensure accurate and consistent data gathering for the annual audit process. Manages the development of the County's Operating Budget, capital investment programs and financial annual report. Oversees the collection, compilation, editing and publishing of official County financial documents. Ensures quality of each document for accuracy and readability. Evaluates the effectiveness and usability of current financial systems; coordinates responses regarding financial information to user departments. Works with Finance Department staff to design educational sessions to train clients on the use and proper interpretation of financial products and/or services. Performs a variety of technical accounting and grant administration functions. Prepares special state and other government reports and returns, such as CDBG grants, etc. Participates in national and local meetings, seminars and workshops regarding administration of grants and contracts. Participates in contract negotiations, including specialized rate negotiations; approves pre-award proposals and contract/subcontract negotiations.
- III. Organizes, coordinates, and manages the day-to-day activities of subordinates in the Finance Department. Plans, organizes, coordinates, assigns and evaluates the work of assigned staff; provides guidance and training as needed. Trains and supervises employees, oversees selection of employees, conducts performance appraisals, and otherwise administers personnel policies and procedures. Coordinates and approves all leave taken by assigned staff (vacation, sick, comp time).
- IV. Perform other related duties as may be assigned.

Class #: 66532C Class Title: Fiscal Officer 2 Position Control #: 10223.0 Normal Working Hrs from : 8 a.m. to 4:30 p.m.

County of Employment: Medina Working Title: Assistant Finance Director Pos # & Title of Supervisor: 63313C - Business Administrator I

Class Title/Position Number of Position(s) Supervised:

**Budget Officer 1 / 66511C
Account Clerk 3 / 16513C
Account Clerk 2 / 16512C**

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Word processing and spreadsheet software; (2) Cost and governmental accounting; (3) Accounting and auditing principles, practices, and procedures; (4) Office management procedures and practices; (5) Financial systems development and administration; (6) Knowledge of supervisory principles and practices; (7) Laws, ordinances, rules and regulations affecting Medina County*; (8) County personnel policies*; 	<p>Oversee and supervise the daily operations of the Finance Department ;</p> <p>Perform proficiently and independently, complex professional level accounting duties and functions;</p> <p>Principal backup to Finance Director;</p> <p>Evaluate effectiveness and usability of financial systems;</p> <p>Perform a variety of technical accounting and grant administration functions;</p>
Skills:	<ul style="list-style-type: none"> (9) Operate department equipment; (10) Effectively communicate, both orally and in writing; (11) Effectively supervise projects and staff; (12) Perform complex and varied statistical and financial recordkeeping,; (13) Possess flexibility & personal integrity; (14) Establish and maintain effective working relationships 	<p>Formulate and communicate goals and policies;</p> <p>Develop systems to efficiently and accurately record and report County's financial status to County officials;</p> <p>Monitor financial status of the operating budget;</p> <p>Identify deviations from financial plans;</p>
Ability:	<ul style="list-style-type: none"> (15) Review documents related to department operations; (16) Work with limited supervision/function independently; (17) Observe, identify and problem-solve office operations and procedures; (18) Make good professional judgments in financial matters; (19) Understand, interpret and explain department policies and procedures*; (20) Consult with appropriate individuals; (21) Maintain accurate records; (22) Carry on more than one function at a time in an environment subject to many distractions; (23) Use personal computers, office equipment, and software programs; (24) Work with various cultural and ethnic groups in a tactful and effective manner; (25) Communicate clearly and concisely, both orally and in writing; (26) Evaluate and work with complex established methods to a variety of accounting transactions and problems; (27) Prepare complete accounting statements; (28) Prepare well organized, comprehensive written reports; (29) Make presentations to governing body and public; 	<p>Plan, organize, and coordinate budgeting and financial planning for the County;</p> <p>Prepare and administer budgets;</p> <p>Develop and oversee administration of policies, procedures and work products in accordance with applicable Federal, State and Local laws, policies and procedures and generally accepted accounting principles;</p> <p>Ensure accuracy and quality in all financial documents;</p> <p>Act on behalf of Director;</p> <p>Establish/maintain effective working relationships with all levels of staff, public officials, auditors, general public;</p> <p>Evaluate effectiveness of department policies and procedures;</p> <p>Manage research, analysis, and data gathering for financial policy issues identified by Finance Director;</p> <p>Manage development of County Operating budget;</p> <p>Oversee collection, compilation, editing and publishing of official County financial documents;</p> <p>Plans, organizes, coordinates, assigns and evaluates the work of assigned staff; provides guidance and training as needed.</p>

*Learned on-the-job

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

QUALIFICATIONS

- 1) Graduate from an accredited four-year college or university with a degree in Accounting, Finance, Economics, Business Administration or closely related field. A master's degree in related area is desirable.
- 2) Five (5) years experience, preferably in the public sector, in financial field such as accounting, banking and investment, budgeting, cash management, purchasing, information systems, financial forecasting or capital planning.
- 3) Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO), preferred.
- 4) Must possess excellent written, oral and financial analysis skills.
- 5) Must possess proficiency with personal computers and spreadsheets, word processors, databases, and other software programs.
- 6) Supervisory experience required
- 7) Valid Ohio driver's license, clean driving record and proof of adequate vehicle insurance.

COMPETENCIES / ESSENTIAL FUNCTIONS

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Intermittently twist and reach office equipment; write and use keyboard to communicate through written means.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Access to automobile, maintain insurance & travel independently in changing weather conditions.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from county employees/agencies or members of the general public.
- Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

MAJOR WORKER CHARACTERISTICS

- Knowledge of supervision.
- Knowledge of staff counseling and development.
- Knowledge of finance and public accounting practices.
- Ability to use whole numbers, understand systems and procedures.
- Ability to establish positive County relationships.
- Knowledge of local, state and federal regulations pertaining to grants, budgeting, requests for proposals, bidding requirements etc.