



## Assistant Chief Financial Officer Finance

FIN/2-290

### JOB SUMMARY

This position is responsible for assisting in the administration of the county's financial services in a manner consistent with the county's policies and procedures and to ensure the safeguard of its assets.

### MAJOR DUTIES

1. Supervises the activities of the Finance Department.
2. Carries out supervisory responsibilities in accordance with government policies, procedures, and applicable laws; interviews, hires, and trains personnel; plans, assigns, and directs work; completes performance evaluations; rewards and disciplines personnel; addresses complaints and resolves problems.
3. Manages all accounting/finance functions and reporting.
4. Approves all journal entries and payments from county funds, including payroll.
5. Completes the annual millage rate calculations for presentation to the County Administrator and Board of Commissioners.
6. Prepares and/or supervises advanced cost/benefit analysis, reports, and presentations; directs and participates in studies; directs or writes management reports; oversees follow-up and monitoring procedures.
7. Prepares the annual Fire Impact Fee analysis.
8. Prepares the annual department budget.
9. Assists in the development and analysis of Requests for Proposals.
10. Prepares reports on organizational and administrative practices or policy updates; makes recommendations.
11. Reviews and analyzes year-to-date revenue and expenditure forecast summary to determine problem areas.
12. Oversees the maintenance of county inventory records.
13. Oversees the management of investments and debt.
14. Oversees the annual audit performed by external auditors.
15. Oversees the preparation of the comprehensive annual financial reports (CAFR), including review, audit, schedule preparation, management discussion and analysis, and submission to required agencies.
16. Reviews and develops policies and procedures or suggests modifications to existing policies and procedures.
17. Participates in the annual and CIP budget process, including forecasting and calculations used in the budgeting process.
18. Researches new accounting pronouncements and state law and helps determine actions needed for implementation and compliance.
19. Supervises special projects, reporting, and analysis.
20. Communicates with other county personnel to coordinate activities and resolve issues.
21. Communicates with outside parties including auditors, state officials, contractors, vendors, and members of the general public.
22. Participates in committees.
23. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of finance operations, management, and supervisory practices.
2. Knowledge of the principles and practices of public finance, budgeting, accounting, governmental accounting, auditing, and debt management.
3. Knowledge of administrative principles and practices, including budget development and implementation, cross-functional team activities, and computer system administration.
4. Knowledge of relevant federal and state laws, local ordinances, and department policies and procedures.
5. Knowledge of the methods and techniques of financial research, statistical analysis, and report presentation.
6. Knowledge of computers and job related software programs.
7. Skill in developing and implementing policies and procedures.
8. Skill in utilizing financial computer software programs.
9. Skill in problem solving, decision making, and gathering and analyzing complex data.

10. Skill in the development and management of annual budgets.
11. Skill in public and interpersonal relations.
12. Skill in researching and preparing reports.
13. Skill in oral and written communication.

#### **SUPERVISORY CONTROLS**

The Chief Financial Officer assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, audits, and observation of department activities.

#### **GUIDELINES**

Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory, and administrative duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to assist in directing the county's financial and accounting activities. Success performance helps ensure the effective and efficient processing of all governmental financial transactions, the accurate reporting of the government's financial condition, the sound financial position of the government, and the provision of government services at reasonable rates.

#### **CONTACTS**

- Contacts are typically with co-workers, elected and appointed officials, attorneys, outside auditors, state officials, contractors, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Accounting Manager (1), Budget Officer (1), CIP Project Manager, Senior Financial Analyst (1), and Financial Analysts (4).

#### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

#### **ADA COMPLIANCE**

- Fayette 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.

#### **HIPAA 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 Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence 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.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field, such as Accounting or Finance.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with two or more years' experience or service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.