



County of Calhoun
Job Description

Job Title: Finance Director

Department: 100 -Administration

Reports To: CFO

FLSA Status: Exempt

Prepared Date: 2/19/19

Approved By: CFO/HR

Approved Date: 2/20/2019

Summary

This position coordinates and supervises all operations of the Finance Department, to perform a variety of complex professional, administrative, supervisory and technical accounting and finance functions involved in maintaining the fiscal records and systems of the County, and to advise administrators and legislators in their oversight of County business affairs. This position plans, organizes and implements programs within major organizational policies, reporting program progress to executive-level administration through reports and conferences.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Establishes and maintains internal control procedures, and ensures County compliance with state and national standard accounting procedures and its adherence to sound fiscal and administrative policies.
- Ensures the preparation and maintenance of accurate and complete financial records for the County.
- Monitors revenues and expenditures and performs appropriate cost control activities.
- Prepares annual financial reports and/or assist external auditors with annual financial report and audit.
- Approves various disbursements.
- Files monthly sales tax returns.
- Records lease and grant transactions.
- Prepares a variety of studies, reports and related information for decision-making purposes; prepares periodic and special financial reports as required by the County and other agencies.
- Coordinates department activities and functions with those of other County departments, divisions, municipalities, outside agencies and professionals as appropriate.
- Conducts and attends various staff, committee, Council and community meetings as required.

- Receives and responds to inquiries, concerns, complaints and requests for assistance from County personnel, elected officials and citizens regarding general County financial matters; presents financial information and issues to external groups as required.
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, reviewing mail and literature, etc.
- Attends training, meetings, workshops, conferences, etc., as necessary to maintain job knowledge and skills.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical -Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design -Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving -Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management -Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills -Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service -Manages difficult or emotional constituent situations; Responds promptly to constituent needs; Solicits constituent feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills -Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication -Speaks clearly in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication -Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork -Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership -Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Change Management -Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

- Delegation -Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership -Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Quality Management -Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen -Understands implications of decisions; Aligns work with strategic goals.
- Cost Consciousness -Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity -Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- Ethics -Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Strategic Thinking -Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment -Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation -Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing -Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism -Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality -Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity -Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security -Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability -Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality -Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability -Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

- Initiative -Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation -Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in Accounting or Business Administration preferred and CPA or CGFO preferred but not required. 3 years+ of supervisory experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization, and otherwise.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical 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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.