

JOB TITLE: Deputy Finance Director

FIN/2

DEPARTMENT: Finance, Rutherford County

JOB SUMMARY: This position is responsible for assisting the Finance Director in the administration of financial activities for the county.

MAJOR DUTIES:

- o Manages and supervises personnel in the maintenance of accounts.
- o Manages and supervises the disbursement of county funds.
- o Participates in budget planning and implementation.
- o Coordinates the annual audit process with auditors; reviews financial statements and prepares year-end adjustments; supervises and participates in the preparation of various schedules/analyses as requested by auditors; assists auditors in the preparation of the Comprehensive Annual Financial Report.
- o Assists commissioners, County Manager, department heads, and other local agencies as needed with financial and policy issues.
- o Monitors cash flow by projecting inflows and outflows of monies and invests idle funds in compliance with established policies and procedures.
- o Maintains fixed assets and tracks inventories until disposal; participates in county auctions as needed.
- o Monitors grants received by the county; prepares grant fund budgets; approves grant disbursements in accordance with specifications.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of government accounting and Generally Accepted Accounting Principles (GAAP).
- o Knowledge of auditing principles and practices.
- o Knowledge of the county computerized financial management system.
- o Knowledge of the county payroll system.

- o Knowledge of relevant federal and state laws, county ordinances, and grant requirements.
- o Skill in organizing and analyzing information.
- o Skill in collecting data and compiling reports.
- o Skill in planning and prioritizing work.
- o Skill in using computers and accounting, spreadsheet, word processing, and graphics software packages.
- o Skill in performing mathematical calculations.
- o Skill in using such office equipment as a calculator, copier, and facsimile machine.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Finance Director assigns work in terms of very general instructions. The supervisor reviews completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include Governmental Accounting Standards Board (GASB) guidelines, Generally Accepted Accounting Principles (GAAP), audit standards for local governments, and county ordinances, policies, and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of varied accounting and bookkeeping duties. The need for accuracy and attention to detail contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist in the direction of county financial operations. Successful performance helps ensure the accuracy of financial information provided to all county departments and outside organizations.

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, bank personnel, elected officials, and auditors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Finance Technician (2), and Accountant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Ability to be bonded.