

**ASSISTANT FINANCE DIRECTOR**  
Pulaski County

**Department:** Finance

**Reports to:** Finance Director

**Supervision Exercised:** Staff Accountant, Pulaski County Accounts Payable Clerk, PSA Accounts Payable/Collections Clerk, PSA Account Clerks, PSA Customer Service Supervisor, PSA Billing Clerk.

**Supervision Received:** Work is performed under regular supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt/Full-time

**Work Hours** – Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some overtime and evening work required.

**ESSENTIAL FUNCTIONS:** The Assistant Finance Director is responsible for assisting the Finance Director in the oversight of all county financial functions including the Board of Supervisors, Public Service Authority, Economic Development Authority, and the Department of Social Services hereafter referred to as County. This individual works with the Treasurer, Commissioner of Revenue, School Board, staff, Compensation Board and various state and federal agencies to manage the financial, personnel and risk management aspects of County operations.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

**RESPONSIBILITIES:**

Budgeting

- Assists with the assembly of budget and project budget packages and salary projections
- Assists with annual posting of the budget in the financial software system
- Assists with the maintenance of proper charges to line items based on standardized chart of accounts in order to properly and accurately report total annual expenditures
- Reviews, monitors and assists in analyzing budget reports

- Assists with various agency and departmental budgets and reviews and prepares appropriation requests as needed during the fiscal year
- Supports Department heads and other employees in dealing with day-to-day concerns as requested
- Assists with disbursements for goods and services and payment of financial debt obligations within budget appropriations
- Assists with the development of budget presentations and other community reports
- Monitors reconciliations of revenues and expenditures and assists with statistical tracking as needed making recommendations to the Finance Director on existing and new fiscal financial policies

### Finance

- Assists with the direction of the financial operations of the County by an established central accounting system within commonly accepted governmental accounting principles
- Reviews, monitors and prepares financial reporting for state, federal and local agencies
- Assists with preparation of financial statements, reports, and analytical data for county operations
- Prepares and uploads daily cash receipting
- Assists with county financed school construction projects, expenditure tracking and preparation of financial draw downs
- Assists with Economic Development Authority financing projects, expenditure tracking, and preparation of funds transfers
- Performs monthly balancing of the GL, prepares any related adjustments and assists with monthly closing of the financial software system
- Works with Treasurer's Office, Social Services and School Board staffs to reconcile financial accounting with the monthly cash balance
- Assists with closing out of annual year in the financial software system
- Assists with coordination of preparing for the annual audit review, and works closely with the County's independent external auditors
- Assists with working with an external financial advisor to provide long-term financial planning and arranges borrowing necessary to implement the initiatives of the Pulaski County Board of Supervisors, the School Board, the Public Service Authority, the Economic Development Authority
- Assists with procuring accounting system, banking, insurance, and fringe benefit services as needed
- Instructs staff in the use of accounting system for reviewing budgeted revenues and expenditures

### Insurance

- Assists with maintaining updates and assists with administration of the County insurance programs to include property, general liability, building, automobile, workers compensation, and unemployment insurance coverages

- Works with consultants to track, monitor and administer self-insured health and dental plans

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures
- Knowledge of the principles, practices and processes of municipal budgeting
- Develops and implements new accounting techniques, procedures and systems to include GAAP and GASB; modifies and modernizes existing methods and procedures
- Knowledge of municipal bonds and contracts and available investment opportunities
- Ability to prepare and analyze complex financial data in a timely and accurate manner
- Knowledge of information technology principles and practices
- Ability to formulate and install methods, procedures, forms and records systems
- Ability to meet job demands under stressful situations

**ADA REQUIREMENTS:** Ability to sit at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously, ability to read and write and to exchange information, ability to file papers, ability to lift and carry up to 50 pounds, dexterity required to operate keypads, push buttons, and switches, ability to work independently in the absence of specific instruction and ability to meet the public courteously and effectively.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting or Finance required
- Four (4) to six (6) years of extensive, progressively responsible experience in a municipal financial administrative position
- Experience selecting, training, and developing the work of Finance Department staff
- Possess extensive knowledge of Microsoft Word and Excel and general knowledge of Powerpoint
- Understanding of financial accounting, personnel and insurance functions
- Must possess excellent interpersonal and negotiation skills

#### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_