

DIRECTOR OF FINANCE
Pulaski County

Department: Finance

Reports to: County Administrator

Supervision Exercised: Assistant Finance Director, Finance Accountant

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): Exempt/Full-time

Residency Requirements: Establishment of County residency required within one year of hire date.

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

ESSENTIAL FUNCTIONS: The Director of Finance is responsible for oversight of all county financial functions including the Board of Supervisors, Public Service Authority, Economic Development Authority, and the Department of Social Services. 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. The position requires complex professional work preparing and performing analyses, projections and review of all financial activities. These functions include monitoring and reviewing all departmental budgets in accordance with County Administrator and various Board's direction and ensuring the County meets all required standards of accounting.

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:

- Assembles budget requests and compiles Board of Supervisors, Public Service Authority and Economic Development Authority budgets for advertisement as well as coordinates budget information for the School Board and Department of Social Services budgets
- Maintains proper charges to line items based on standardized chart of accounts in order to properly and accurately report total annual expenditures
- Maintains proper accounting for internal service fund operations
- Oversees development of a plan for the documented allocation of administrative overhead costs to various operational functions as required for annual state and federal reimbursement
- Maintains financial reporting throughout the year

- Plans, evaluates, coordinates, and directs department in preparation for the annual audit review, and works closely with the County's independent external auditors;
- Oversees various agency and departmental budgets and reviews and prepares appropriations requests as needed during the fiscal year
- Oversees purchasing and property disposal functions to ensure conformity with local, state and federal procurement standards
- Supports Department heads and other employees in dealing with day-to-day concerns as requested
- Approves 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
- Plans, evaluates, and directs departmental policies, programs, procedures, and operations related to the financial and budgetary activities
- Directs the financial operations of the County by an established central accounting system within commonly accepted governmental accounting principles
- Works with 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
- Ensures proper submittal of all financial and personnel reports required by state and federal agencies
- Works with Treasurer's Office, Social Services and School Board staffs to reconcile financial accounting with the monthly cash balance
- Assists with procuring accounting system, banking, insurance, and fringe benefit services as needed
- Serves as the primary point of contact between accounting system support services and the County staff
- Instructs staff in the use of accounting system for reviewing budgeted revenues and expenditures
- Performs related duties as required
- Maintains, updates and assist 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 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 and all required Generally Accepted Account Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Knowledge of General Fund accounting
- Practices, methods and laws relating to municipal bond financing
- Ability to interpret federal, state and local policies, procedures, laws and regulations related to municipal finance
- Ability to prepare and analyze complex financial data in a timely and accurate manner

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 required, Master’s Degree and CPA preferred
- Four (4) to six (6) years of extensive experience in a municipal finance required
- Extensive knowledge of Microsoft Word, Excel and PowerPoint
- Extensive knowledge of personnel procedures and insurance functions
- Excellent interpersonal and communication skills
- Experience supervising, selecting, training, and developing Finance Department staff

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: _____