

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Assistant Finance Director
Department: Finance
Revised : December 2011

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Assistant Finance Director classification.

GENERAL DESCRIPTION

Highly responsible professional level accounting and budget analysis work which includes the supervision of Accounting Technicians, Accountants, and other subordinate personnel. Work is performed under the supervision of the Finance Director and is evaluated by observation and through periodic conferences and by independent post-audits.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Organizes and processes the County budget; maintains budget information in financial software system; assists with and solicits budgets from departments; organizes and compiles budget workbooks for the Finance Director, County Manager, and Commissioners and ensures the accuracy of these records. Analyzes accounts to ensure reasonableness and monitors accounts throughout the year to ensure budgets are not exceeded. Reviews departmental budget amendments and once approved, posts budget amendments to the financial system.

Evaluates proposed new or revised programs and recommends appropriate action based on knowledge of agency operation.

Maintains a variety of ledgers and journals related to the accounting records of the County.

Supervises purchasing for the County; assists the Purchasing Agent in finalizing large purchases and bid specifications.

Develops and implements special projects assigned by the Finance Director.

Assists the Finance Director with investing idle funds.

Prepares financial statements to be reviewed by the Finance Director.

Manages grants including maintaining files, filing for reimbursement, and disbursing pass-through grants.

Participates in the recruitment and interviewing of staff and makes recommendations for hire and termination of employees that is given particular weight by the Finance Director.

Supervises, trains, and evaluates the performance of Accountants and other staff.

Responsible for closing the general ledger monthly and preparing various State reports annually.

Monitors and reconciles expenditures for capital projects.

Responsible for the operation of the Finance Department in the absence of the Finance Director.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the fiscal and operational policies of county government.

Considerable knowledge of the principles and practices of public administration of governmental budgeting and accounting.

Ability to interpret and apply Federal, State, and Local fiscal regulations; ability to analyze financial problems and to correct accounting errors.

Ability to make minor adjustments in the accounting system and procedures.

Ability to establish effective working relationships with subordinate personnel, agency officials, county commissioners, and the general public.

Ability to prepare interpretive or analytical accounting or financial statements and reports.

Ability to supervise and evaluate the work of subordinate accounting personnel.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Accounting or related field and five years of experience in accounting/auditing, budget analysis, public administration, or related field, preferably in governmental accounting; or equivalent combination of education and experience. Supervisory accounting experience preferred.

**This job description does not create an employment contract,
implied or otherwise.**