

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title:** Assistant Finance Director  
**Department:** Finance  
**Revised:** October 2022

**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.)

Provides supervision, training, and evaluation of Accounts Receivable, Accounts Payable, Payroll functions and all other Finance functions as needed. This supervision includes three (3) direct reports – Account II – Payroll/AR; Account II – Accounts Payable and Accounting Technician.

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

Develops and implements special projects assigned by the Finance Director.

Assists the Finance Director with investing idle funds. This includes maintaining adequate records to assist with making educated decision on investments.

Prepares financial statements to be reviewed by the Finance Director.

Assist Grants Administrator with maintaining needed financial records for grant funds.

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.

Maintains a variety of ledgers and journals related to the accounting records of the County. These include but not limited to: cash balance daily, lottery proceeds, reserve accounts, wire transfers and long-term debt.

Responsible preparing various Federal and State reports annually, quarterly or monthly including but not limited to: LGC Reports, EMMA Reports, 911 Reports, Rowan Transit System Reports, and SEFSA.

Monitors and reconciles expenditures for capital projects.

Liaison between finance department and auditor, school systems and community college.

Approves invoices and journal entries.

**Job Title:** Assistant Finance Director  
**Page** : 2

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

**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 is not substantially exposed to adverse environmental conditions or 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.**