

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Finance Director
Department: Finance
Revised : September 2020

Class : Official/Administrator
FLSA : Exempt

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

GENERAL DESCRIPTION

Professional work in the administration, fiscal control, planning, and directing the financial operations of Rowan County. Initiative and a considerable degree of judgment are required. Work is performed in accordance with Federal, State and local laws and regulations and established procedures used in governmental financial operations. Records are subject to internal and external audits. Supervision is received from the County Manager through periodic conferences.

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.)

Establishes, maintains, and coordinates the accounting and financial systems of Rowan County; establishes methods and procedures and advises departments on their use.

Organizes and directs the fiscal management system, which includes the receipt, deposit, disbursement, and investment of County funds, payroll, and the provision of financial information.

Develops and implements financial policies and systems.

Assists in preparation of the budget; prepares revenue and expenditure estimates; and maintains budgetary control over all departments.

Supervises debt management; determines the amount of money required for debt service during each fiscal year.

Directs the preparation of reports on the financial status of the County or special financial matters.

Reviews County contracts for proper financial verbiage; pre-audits contracts that require financial payment.

Monitors compliance of all grants. Manages HOME, Airport, incentive and other grants.

Manages the collection of ambulance, landfill, and other receivables.

Makes recommendations for the hiring of financial department personnel; manages departmental staff; evaluates job performance and completes performance appraisals on staff supervised; and discharges employees as necessary.

Assists County Departments and the County Manager with financial issues.

Job Title: Finance Director

Page : 2

OTHER JOB FUNCTIONS

Assists the external auditors with the annual audit.

Attends meeting and conferences.

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Federal, State, and Local laws and ordinances regulating County financial operations.

Thorough knowledge of the principles of public finance administration and practices used in governmental accounting and revenue management.

Ability to make accurate revenue estimates; ability to compile and analyze financial reports; ability to prepare clear, concise, and accurate reports.

Ability to select, train, supervise, and evaluate the work of others.

Ability to maintain effective working relationships with staff, elected officials, various County and State agencies, and the general public.

Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

Work 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 closely related field and extensive experience in governmental financial accounting; CPA certificate and previous supervisory experience preferred. A valid driver's license is required.

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