

# MIDLAND COUNTY

## FINANCE DIRECTOR

### General Summary

Under the general direction of the Administrator/Controller, responsible for ensuring that a system of accounting is installed and properly kept in all county functions, as well as providing administrative support and direction to other departments regarding fiscal management and financial controls. Oversees staff responsible for accounts payable, general ledger maintenance, payroll, purchasing, contract and grant administration, and employee benefits. Directs and assists with preparation of the annual audit and budget. Provides assistance to the Administrator/Controller and the Board of Commissioners in developing financial policies for the county.

### Essential Functions

1. As a department head, is responsible for hiring, training, assigning work, reviewing and evaluating performance, and dealing with employee relation's matters.
2. Supervises and assists in the preparation of the annual budget. Prepares, analyzes and approves quarterly budget amendments.
3. Supervises the programs and staff responsible for benefits, payroll, general ledger and procurement and contracts. Backs up staff in their absence.
4. Ensures that financial systems are maintained in sufficient detail to produce adequate cost, financial and statistical data for management purposes, and to meet statutory requirements.
5. Analyzes and interprets fiscal records and prepares financial statements that reflect the accurate condition of the county. Establishes financial management internal controls to ensure the long-term integrity of the county's finances.
6. Oversees the implementation and use of Generally Accepted Accounting Principles in all financial and accounting processes.
7. Supervises and assist in the preparation of the annual audit report. Serves as a resource and liaison with outside auditors. Coordinates the implementation of systems to correct problems identified by the auditors.
8. Assists the Administrator/Controller in matters relating to the financial management of the county including labor negotiations, grant administration and special projects.
9. Acts as liaison to the Board of Commissioners and its Finance Committee regarding financial policies, procedures, legal limitations regarding financing, anticipated deficits and other related matters.

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10. Fields questions from department heads and elected officials regarding county financial policies and procedures, unique situations and offers assistance in implementing appropriate courses of action.
11. Maintains separate accounting system for the county's Building Authority, including reconciliation, financial reporting, bond payments and related activity.
12. Supervises the Department of Public Works activity including payment of construction bills, bond payments, updating the official statement, annual report to the National Repositories, and acting as a liaison between the townships, financial advisors, bond counsel and the Board of Commissioners.

## Other Functions

13. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

## Employment Qualifications

**Education:** Bachelor's Degree in accounting or finance.

**Experience:** Five years of progressively more responsible governmental accounting experience which included budgeting, auditing, payroll, benefits, grants, purchasing and general and subsidiary ledgers. Prior supervisory experience required.

**Other Requirements:** CPA desirable.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access all County locations.
- Ability to access departmental files.

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Ability to enter and retrieve information from a computer.

## **Working Conditions:**

Works in office conditions but is required to travel to all County locations.