

FINANCE DIRECTOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Finance**REPORTS TO:** County Manager**CLASS SUMMARY**

Oversees and directs the operations and activities of the financial affairs of the County, supervises staff, and serves as Finance Officer for the Tourism Development Authority. As a member of the County Management Team, this position provides assistance and support to the County Manager in making decisions and recommendations regarding the financial affairs of the County.

DISTINGUISHING CHARACTERISTICS

The Finance Director is the third level of a three level financial management series. The Finance Director is distinguished from the Deputy Finance Director by its full responsibility of the financial administration of the County.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Reviews, approves, and signs all contracts for the County, ensuring that contracts comply with general statutes, that sufficient funds are available to accommodate the contract, and that the contract is properly authorized.
- Addresses inquiries of various County department and officials and develops solutions to the problems posed to include evaluating the impact to the County's financial position.
- Creates, directs, and reviews the financial aspects of County projects to include assisting County employees with the presentation of financial information.
- Presents financial issues to County officials and agencies and external community groups.
- Reviews and approves the County Manager's agenda for the bi-monthly county commissioners meetings to include addressing the impact of any directives issued on the County's financial position, obtaining approvals from various County department directors, and supplying additional information for clarification of issues.
- Directs and reviews annual audits by external auditors, as well as conducting periodic reviews of the County's finances to include ensuring that investments comply with County investment policies and that transfers are made in a timely manner.
- Reviews capital project expenditures by comparing them to proposed budget allowances and making adjustments as required.
- Manages the County's debts to include ensuring that payments are made in a timely manner and are consistent with budgeted funding and that expenditures are in line with arbitrage regulations.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

FINANCE DIRECTOR**KNOWLEDGE AND SKILLS**

Knowledge of:

- Accounting and financial principles;
- Governmental Accounting Standards Board (GASB) federal and state single audit requirements;
- Applicable laws, rules, regulations and ordinances;
- Supervisory principles;
- Investment securities and strategies;
- Cash/investment policies and analysis;
- Audit policies and requirements;
- Banking services and systems;
- North Carolina General Statutes;
- Governmental purchasing procedures;
- Uniform Commercial Code;
- Budget preparation procedures;
- Forecasting techniques;
- Cost analysis;
- Grant based accounting.

Skill in:

- Preparing various financial reports;
- Preparing and monitoring budgets;
- Using computer hardware and software applications;
- Managing and supervising various projects;
- Applying and interpreting accounting and financial principles;
- Analyzing and interpreting financial data;
- Evaluating investment risks;
- Developing and implementing investment strategies;
- Analyzing and preparing contracts;
- Training employees;
- Monitoring and evaluating employees;
- Preparing grant applications;
- Administering and evaluating bond projects;
- Developing goals and objectives;
- Evaluating insurance risk management;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's Degree in Accounting, Finance, or a closely related field and eight years of progressively responsible finance experience, including three years of management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Certified Public Accountant.

County prefers:

- NC Certified Local Government Finance Officer;
- Certified Public Finance Officer.

FINANCE DIRECTOR

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99; 7/02; R11/03; R12/05