

**ASSISTANT 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:** Finance Director

**CLASS SUMMARY**

Assists the Finance Director in the financial administration of the County, by managing financial reporting, payroll, investments, financial software applications, safeguarding of assets, long-term financing, and other financial aspects.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Finance Director is the first level of a two level finance management series. The Assistant Finance Director is distinguished from the Finance Director who has 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.
- Assists Finance Director by managing the daily financial operations of the department to include payroll, investments, grants, capital projects, external audit, and financial software applications.
- Assists with the preparation and monitoring of bond sales and other long-term financing to include monitoring related reporting issues and requirements.
- Researches and prepares financial data upon request from various County departments and external organizations.
- Organizes, coordinates data, prepares documentation, and reviews all financial information for the external financial audit of the County.
- Prepares annual budget requests for the Finance Department to include preparing line item budgets for expenditures, calculating revenue budget requests, and maintaining the debt service budget schedule.
- Analyzes and maintains the County's financial software structure and periodic processes to include analyzing the general ledger to ensure the proper accounting of financial transactions and functions of various systems interfaces.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Accounting and financial standards and principles;
- State and County laws governing finance activities;
- Governmental Accounting Standards Board (GASB) federal and state single audit requirements;
- Applicable laws, rules, regulations, and ordinances;
- Financial software;
- Cash/investment policies and analysis;
- Audit policies and requirements;
- North Carolina General Statutes;
- Governmental purchasing procedures;
- Budget preparation procedures;
- Forecasting techniques;
- Cost analysis;
- Grant based accounting;
- Supervisory principles.

**ASSISTANT FINANCE DIRECTOR**

Skill in:

- Using computer hardware and software applications;
- Preparing various financial reports;
- Preparing and monitoring budgets;
- Managing and supervising various projects;
- Applying and interpreting accounting and financial principles;
- Preparing spreadsheet reports;
- Analyzing and interpreting financial data;
- Analyzing and preparing contracts;
- Preparing grant applications;
- Administering and evaluating bond projects;
- Developing goals and objectives;
- Training employees;
- Monitoring and evaluating employees;
- 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 five years of progressively responsible professional 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.

**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: E7/02; R6/08