

Assistant County Manager/Finance Officer

Dept: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work assisting the County Manager with special projects and daily administration, managing the County's budgets and financial operations, coordinating work with County Manager and department directors, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Organizes and directs the fiscal management system; establishes, maintains and monitors staff and daily operations.
- Performs preaudits of disbursements and contracts.
- Supervises the Finance Department staff.
- Monitors cash flow needs throughout the year and manages the investment of County funds.
- Prepares various financial statements and reports including annual financial reports.
- Monitors department budgets; assists department heads with understanding financial policies, procedures or objectives.
- Performs debt management; develops and maintains debt service schedules and payments; analyzes future debt capacity; coordinates the sale, maintenance and closing of debt.
- Attends and represents the County at various meetings and events.
- Assists with planning, coordinating and directing the work of county departments and programs.
- Serves as the budget officer; prepares and submits various financial reports and budgets to the County Manager and board for approval, printing and distribution.
- Reviews departmental budget amendments and related memos to commissioners; approves and posts budget amendments to financial system.
- Meets with department heads to assist with training, planning, preparing and entering budget information into financial system.
- Serves as Finance Officer to the Randolph County Tourism Development Authority.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function and methods of operation of the County's legislative, executive staff and operational departments; general knowledge of the theories, principles and practices of public personnel administration; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with county, state and other officials, civic and business leaders, the Board of Commissioners, associates and the general public.

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Education and Experience

Bachelor's degree in finance, public accounting, or related field and six or more years experience working in finance or public accounting with increasing responsibilities, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Certified Public Accountant preferred.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date