

TITLE: Chief Financial Officer

FIN/1

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: This position is responsible for the administration of the county's financial services in a manner consistent with the county's policies and procedures and to ensure the safeguard of its assets.

MAJOR DUTIES:

- o Provides sound management practices in the areas of Finance, Accounting, Budgeting, Reporting, and Inventory by providing leadership and vision through strategic planning for administration of county financial services.
- o Supervises personnel; provides assistance and training as needed; reviews progress of work periodically to mark achievement; conducts evaluations for the purpose of mentoring employees.
- o Prepares annual balanced budgets for all of the county's operating funds and capital improvement programs; forecasts revenues, reviews and analyzes departments' expenditure requests, and provides historical trends; presents budget recommendation to the County Administrator and Board of Commissioners; oversees final production of the annual budget document; administers budgets to ensure compliance with state laws and regulations.
- o Coordinates the adoption of millage rates; prepares millage rate rollback calculations and determines minimum rate to meet budget obligations; prepares the five year history tax digest and current year property tax proposals for advertisement as required; presents proposal to County Administrator and Board of Commissioners; sets date for public meetings; oversees adoption process to assure compliance with state laws.
- o Manages the county's financial operations; reviews financial activities and transactions to assure compliance with fiscal policies and procedures in accordance with generally accepted accounting principles and governmental accounting standards; monitors changes in governmental and accounting guidelines and regulations; develops internal accounting and administrative controls; oversees the production of accurate and timely financial reports.
- o Contracts with external audit firm of independent certified public accountants to perform the annual examination of the county's comprehensive financial statements; oversees the annual audit engagement to assure that all financial activities are properly recorded and available for audit in a timely manner; reviews and confirms statements are prepared in the required manner to receive the certificate of achievement for excellence in financial reporting from the Government Finance Officers Association.
- o Supervises the development of a business continuation plan.

- o Participates in risk management components of county government projects.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of standard management and supervisory practices.
- o Knowledge of governmental accounting practices.
- o Knowledge of governmental budget development and management procedures.
- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

**COMPLEXITY:** The work consists of varied management, supervisory, and administrative duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to direct the county's financial activities. Success in this position ensures the accuracy of financial records.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, elected and appointed officials, attorneys, outside auditors, state officials, contractors, vendors, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Assistant Chief Financial Officer/Controller (1) and Budget Officer (1).

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within

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the division/department, usually interpreted to require three to five years of related experience.

- o Ability to be bonded.