

TITLE: Assistant Chief Financial Officer/Controller

FIN/2

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: This position is responsible for the assisting in 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 Supervises and provides direction to accounting analysts, inventory analyst, and accounting supervisor.
- o Manages all accounting functions.
- o Approves all journal entries.
- o Approves all payments from county funds, including payroll.
- o Oversees the maintenance of county inventory records.
- o Oversees investments and debt.
- o Oversees the annual audit performed by external auditors.
- o Oversees the preparation of the comprehensive annual financial reports (CAFR).
- o Reviews and develops policies and procedures or suggests modifications to existing policies and procedures.
- o Participates in the annual and CIP budget process.
- o Researches new accounting pronouncements and state law and helps determine actions needed for implementation and compliance.
- o Supervises special projects.
- o Communicates with other county personnel to coordinate activities.
- o Communicates with outside parties including auditors, state officials, contractors, vendors, and members of the general public.
- o Participates in committees.
- 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 Chief Financial Officer 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.

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 assist in directing 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.

EXEMPT/HIPAA

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Accounting Supervisor (1), Financial Analyst (1) and Accounting Analyst (3)

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 work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.