



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Director of Finance	Department: Finance
Immediate Supervisor's Position Title: County Administrator	FLSA Status: Exempt
Job Summary: Under the direction of the County Administrator, the Director of Finance is responsible for directing and overseeing the planning, implementation and control of the County's financial accounting functions and duties. Major areas of responsibility include the preparation of all County financial reports and the consolidation of financial information; providing the County analysis and recommendations on fiscal policy, budget development and accounting systems/processes; directing capital improvement budgeting and planning; and monitor capital markets and manage county's investment portfolio; administration of all County payroll; accounts payable/receivables; receiving and recording property tax payments; provides assistance, advice and recommendations to the County Administrator, County Board and departments concerning financial and fiscal matters.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and oversees the activities of department personnel assisting in the performance of department activities and functions.
 - a) Recruits, interviews and hires new employees.
 - b) Delegates, assigns, and determines work requirements and activities for positions within the department.
 - c) Evaluates, monitors performance and conducts performance reviews.
 - d) Handles employee personnel actions.
 - e) Provides training and/or opportunities for staff.
 - f) Directs, coordinates and provides oversight to department accounting personnel located in various operational departments.
- Develops and recommends long-range fiscal programs and financial systems; reviews and develops information systems and programs in line with County policy and future needs. Provides consultation and expertise in developing funding alternatives on wide variety of facility projects; Monitors, recommends, develops and implements changes in systems and procedures to assure compliance with governmental accounting principles and practices.
- Establishes County-wide uniform policies in financial procedures, fiscal reporting, accounting methods, payroll procedures and budget preparation.
- Plans, organizes, and supervises all budget preparation activities. Works closely with County Administrator, Department Heads and County Board in directing, reviewing, and overseeing annual budget.
- Manages and oversees the County's investment portfolio.



- Monitors capital markets and serves a County's primary contact with rating agencies, investment banking firms, and bond issuers. Works with the issuance of revenue bonds or debt borrowing. Oversees the issuance of debt and compliance with bond covenants.
- Supervises the administration of all County payroll, accounts payable and accounts receivable for the County. Monitors and assures all employees receive accurate pay checks, proper deductions, withholding and the preparation and filing of various payroll reports. Monitors and assures that all monies received for Steele County are coded and entered into the financial system and all payments are properly made to vendors.
- Accepts and records property tax payments.
- Oversees, coordinates and/or prepares county, state and federal financial reports, budgets and financial statements, or financial analysis for the Administrator, Board and departments detailing the County's overall financial condition and cost analysis of various County programs, services, and operations. Prepares fiscal notes on all resolutions presented or placed before the County Board.
- Collaborates with, oversees, coordinates and/or assists outside auditors or agencies in the conduct of financial audits or reviews.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing development, trends, and technologies in areas of expertise and responsibilities.
 - b) Attends conferences, seminars, regional meetings, and services on various professional organizations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
less than high school diploma				BA/BS
High school diploma or GED.				Major field of study or degree emphasis:
1 year college		2 years college		Accounting, Business Administration, Finance, or closely related field
3 years college	x	4 years college		
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
2nd year graduate level				



		<p>accounting practices and principles and governmental accounting.</p> <ul style="list-style-type: none"> • Theories, practices, and procedures of budgeting, financial forecasting and analysis, reporting and planning functions. • Knowledge of accounting systems, programs, and applications and use in maintaining financial records, statements, and reports. • Fundamental principles and practices of supervision and management. • Knowledge of relevant state and federal laws, rules and local ordinances or codes guidelines pertaining to financial accounting, tax issues and compliance issues of local jurisdictions. • Understanding and knowledge of bargaining agreements as it applies to accounting or finance issues. • Understanding of County administration policies and procedures. • Business productivity software (i.e. word processing, spreadsheets, presentational, email, or scheduling software) programs.
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Required Work Experience in Addition to Formal Education/Training:
 Minimum of 7 years accounting experience, with experience in governmental or public sector accounting preferred.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid driver's license required. Certified Public Accountant preferred.
-----------------------------------	-----------------------------------------------------------------------------------------------------------------------------

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Financial Analyst	1
2	Financial Specialist	2
TOTAL		3

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with employees, supervisors, department heads, elected officials, outside agencies, auditors, and the public. • Using, maintaining, enhancing and implementing financial software applications, databases, and spreadsheets. • Supervising, delegating, monitoring, and training staff in assigned responsibilities and duties. • Advising, consulting, and providing recommendations to County officials, managers and Board concerning fiscal implications of resolutions, programs or services. • Setting goals and evaluating the performance and attainment of goals for all direct reports. • Prioritizing and organizing a variety of responsibilities. • Interpreting and analyzing fiscal and financial reports and data. • Planning, developing and recommending new accounting systems, procedures and controls. • Preparing financial reports required by County, state or federal agencies. • Communicating, recommending, implementing and enforcing departmental and county policies and practices.
------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- Planning, presenting, and administering a budget reports and capital outlay reports.
- Administering the operations of all accounting processes and budgeting processes.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Duties of the job are primarily administrative in nature performed in a typical County office. The physical and environmental hazards and risks associated with the job can be characterized as minimal.
--------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 2/2014 by BCC. Updated 6/23 by JJ.

