

**CASS COUNTY, MINNESOTA
POSITION DESCRIPTION**

Position Title: Chief Financial Officer	FLSA: Exempt, Bargaining Unit Non-Eligible
Department: Administration	Grade: 47
Supervisor: County Administrator	Hourly Range: \$54.13 -\$69.86

PURPOSE OF POSITION:

This highly responsible administrative position provides oversight of all aspects of the County's financial operations and activities. The primary objective encompasses County-wide planning to develop fiscally sound financial practices through interaction with the County Board and all County departments. Specific project responsibilities include maintenance of the County's budget, self-insurance plan, and capital improvement plan.

WORK PERFORMED/JOB FUNCTIONS:

Provides the overall administration and management direction for the daily financial affairs of the County. Provides the County Administrator and County Board of Commissioners with detailed financial analysis to aid in development of County policy. Attends County Board Meetings and oversees the daily operation of the County Administrator's Office in the absence of the County Administrator. Oversees investing and safeguarding of all County funds in accordance with applicable State Statutes. Works with the County Administrator to complete special projects at the request of the County Board. Manages the preparation of the annual budget for the County and makes recommendations to the County Budget Committee and County Board as to expenditure levels, tax levies, tax impact, and other revenue sources available to the County. Provides analysis of current year budget performance to the County departments and the County Board. Manages the maintenance of the County's financial system including preparation and publication of the County's financial statements in accordance with generally accepted accounting principles and GASB pronouncements. Coordinates the completion of the annual audit with the Office of the State Auditor. Resolves accounting issues in accordance with generally accepted accounting principles and facilitates the transfer of data among the County's financial, property tax, and payroll systems. Negotiates, implements, enforces, and maintains financial systems. Manages and oversees all County investments by adhering to State Statute and best municipal investment practices.

Manages the County's self-insured health insurance program including analysis of cost trends, financial stability, and required fund balance. Determines the required funding levels for employer and employee contributions and appropriate risk mitigation. Negotiates plan options with employee/retiree groups. Maintains compliance with state and federal regulations and facilitates long range planning with the Health Insurance Committee and the third-party administrator. Acts as the County's Risk Manager by coordinating insurance coverage with Minnesota Counties Insurance Trust for all areas of insurable loss. Develops and maintains policies and procedures to reduce County exposure to potential loss. Manages the administration of the County's debt including rating, issuance, retirement, and refunding options. Provides support and financial knowledge to other members of the department head management team. Manages the fixed asset inventory system and depreciation to meet all GASB requirements. Prepares the County's Capital Improvement Program. Oversees the process for payment of purchases made in all County departments and ensures that all legal policies and regulations have been followed and that all purchases are charged to the proper account. Represents the County on various boards and to various state and county agencies as assigned. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

County government accounting practices, Minnesota Statutes as they apply to municipal finance, bonding procedures, and general financial policies. Operations, services, and activities of a comprehensive fiscal services program. Principles, practices, and methods of municipal finance and accounting defined by GFOA. Generally accepted accounting principles as defined by GASB. Internal control principles and the ability to transfer that knowledge into policies and procedures. Principles and practices of municipal budget preparation and administration, financial reporting, supervision, training, and performance

evaluation. Knowledge of pertinent Federal, State and local laws, codes, and regulations. Ability to read and interpret documents such as bond documents, investment reports, financial documents, state statutes, reports, policies, and regulations, contracts, and procedure manuals. Prepare clear and concise administrative and financial reports. Prepare detailed financial analysis. Ability to communicate effectively with customers, other employees, supervisors, and the public in person, by telephone and by email. Plan, organize, direct, and coordinate the work of the financial aspects of the Administrator's Office. Establish and maintain effective working relationships with staff and County Board of Commissioners.

MINIMUM TRAINING, EXPERIENCE OR CERTIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Licensed Certified Public Accountant in the State of Minnesota (within one year of employment) with a bachelor's degree in accounting, finance, business administration, or a related field. Five (5) years of relevant management experience in finance/accounting including specific governmental finance experience. Supervisory experience and a knowledge/proficiency with governmental accounting software, property tax software, and payroll systems. Experience with direct supervision of a municipal finance department and knowledge of the Minnesota property tax system and information technology functions. Knowledge of public, personnel, and office management as applied to county government. Must have a valid driver's license.

PHYSICAL EFFORT:

Light physical effort occasionally required for file storage duties to lift up to 25 pounds, with reasonable accommodations available. Duties are performed in an office environment.