

## **FINANCE DIRECTOR**

### **DEFINITION OF WORK**

This position oversees and manages the activities and financial operations of the department, including accounting operations, budget, investments and financial planning and analysis; provides support to the Management Team in planning and reviewing the activities and operations of the county in developing direction for county organizations, and coordinates with county departments and outside agencies; carries out assigned coordination responsibilities and tasks as directed by the Deputy County Manager and/or County Manager; and performs highly complex research and analytical duties in support of organizational and financial evaluations, including studies and preparing and presenting special reports. The position develops and implements all goals and objectives consistent with the County's strategic direction for the Finance Department, and oversees the preparation of financial reports and CAFR.

### **EXAMPLES OF WORK**

Work involves presenting revenue and expenditure projections to management as well as budget recommendations, performing financial planning, cash forecasting, debt issuance, and management and reporting compliance with Federal and State Agencies as required in accordance with NC General Statutes, federal laws, as well as generally accepted accounting principles. The position plans, directs and coordinates the Finance Department's work activities, assigns projects; reviews and evaluates work methods and procedures; and meets with appropriate management staff to identify and resolve issues. Manages the development and implementation of the Finance Department goals, objectives, policies and priorities for each core function; determines appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of services, delivery methods and procedures; and allocates resources accordingly. Coordinates all aspects of issuance of debt and related activities; and researches and evaluates regulations and procedures for debt issuance and management. Oversees and coordinates the development of the annual budget process; reviews budgets submitted by departments, makes funding recommendations to the Deputy County Manager and County Manager; and participates in budget work sessions with management and the Board of County Commissioners (BOCC). Directs and oversees the preparation of financial reports, fiscal statements; and reviews and analyzes financial statements. Selects, trains, motivates, and evaluates department personnel; provides or coordinates staff training; and works with employees to correct deficiencies. Ensures compliance with County policies, procedures, and regulations pertaining to fiscal management and investment planning; oversees the development and administration of the Finance Department budget; and approves expenditures and implements budgetary adjustments as necessary. Explains, justifies and defends departmental programs, policies and activities, and funding allocations related to county departmental activities and functions. Represents the Finance Department to other county departments, elected officials and outside agencies; coordinates departmental activities with those of other departments and outside agencies and organizations; and negotiates and resolve sensitive and controversial issues. Oversees the receipt, collection and disbursement of all county funds; reviews and examines accounts, claims and demands against the county; and certifies the availability of funds.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Bachelor's Degree in Accounting, Finance or directly related field and eight (8) years of progressively responsible finance experience, including three (3) years of management level experience; or an equivalent combination of education, training, and experience. North Carolina CPA license and/or Certified Local Government Finance Officer preferred.

**Knowledge, Skills, and Abilities:**

Thorough knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of the Finance Director. Requires a thorough knowledge of: principles and practices of accounting work to include performing budget and accounting activities and financial reporting; the County's financial and budget systems to include the interface of the two systems and the operational background of the two systems; organization of the department, and of related departments and agencies; Governmental Accounting Standards Board (GASB), federal and state single audit requirements; Governmental Accounting, Auditing and Financial Reporting (GAAFR); supervisory principles; cash/investment policies and analysis; NC General Statutes; budget preparation procedures; forecasting techniques; cost analysis; and grant based accounting. Work requires skill in: preparing various financial reports; preparing and monitoring budgets; using computer hardware and software applications; managing and supervising various projects; applying and interpreting accounting and financial principles; analyzing and interpreting financial data; evaluating investment risks; developing and implementing investment strategies; analyzing and preparing contracts; training, leading, monitoring and evaluating employees; administering and evaluating bond projects; developing goals and objectives; evaluating insurance risk management; and communication. Work requires the ability to establish and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

**SPECIAL REQUIREMENTS**

A driving record and background check with local law enforcement agency required. Employees must have a current, valid North Carolina driver's license with a safe driving record and an acceptable credit history. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

**PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects. Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.