

**Jefferson County, West Virginia
Job Description**

Position Title:	Director of Financial Management	Grade Level:	IX
Department	Finance	Date:	7/14/11
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties: The Director of Financial Management is responsible for coordinating and supervising the County's financial planning (short and long-term), accounting, auditing and capital planning as well as serving as a liaison between the County Commissioners, County Administrator, all Departments, Elected Officials and Contingency agencies and others involved in the fiscal operation of Jefferson County. Employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the County Administrator, the employee works from County policies and objectives, pertinent local bylaws, as well as State and Federal laws and regulations; employee establishes short and long-range plans and objectives for a major functional area of the County; established department performance standards and assumes direct accountability for department results. Consults with the County Administrator and Commissioners where clarification, interpretation, or exception to County policy or WV Code may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve all conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is accountable for the direction and success of financial services and programs accomplished through others. The Director is responsible for analyzing financial program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and financial staff, reporting periodically on the achievement and status of all financial program's objectives, and recommending new financial goals and/or objectives as necessary. The Director recommends management and financial operating policies and practices; formulates, prepares and defends budget and manpower requests and accounts for the effective use of funds and staff provided; coordinates program efforts within the Department; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the financial personnel function, including recommending hiring, disciplining, and training of employees.

Work operations are subject to substantial cyclical or seasonal fluctuations in work procedures that can be planned for in advance.

Confidentiality: The employee has regular access at the County-wide level to a wide variety of confidential information, including official personnel files, criminal records/investigations, client records, and law suits.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in adverse public relations, significant financial losses and/or legal repercussions to the County.

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Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, generally accepted public financial management principles, local bylaws/ordinances, state or federal legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing financial operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to public finance. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards, or criteria to improve the effectiveness of financial operations of the County.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to work beyond normal business hours in order to attend evening meetings or to attend County sponsored events.

Nature and Purpose of Public Contact: Interactions are constantly with co-workers, the public, news media, peers from other organizations, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. Duties involve contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the County's overall interest. The employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. The employee must have a well-developed sense of strategy and timing in representing the employer and its contingency agencies effectively in critical and important situations which may influence the well-being of the County.

Occupational Risk: Risk exposure to the employee is similar to that found in a County office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Develops, implements, and administers financial procedures and systems in accordance with Generally Accepted Accounting Principles, local, state and federal laws and regulations.
2. Directs employees in the processes and procedures for maintaining the County's financial

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- records.
3. Responsible for developing accurate revenue and expenditure forecasts including the investment of County funds, cash management, and short and long-term debt financing.
 4. Assists Department Heads in the management of County funds including the evaluation of changes requested.
 5. Develops and monitors the County's annual operating and capital budgets and coordinates budgetary information with and other elected officials and department heads; amends budget as approved by Commissioners
 6. Develops and updates a multiple year operating and capital budget.
 7. Develops periodic financial and statistical reports regarding budget status including analysis of monthly closings and cash flow analysis and reports to Commissioners within a timely manner; meets with accountants, attorneys and others as required.
 8. Develops and implements accounting and financial management policy and procedure.
 9. Maintains a close continuing working relationship with all Departments, Elected Officials and Contingency agencies with regard to financial management matters.
 10. Identifies problem areas and takes immediate action to resolve issues, assuring a stable fiscal structure within the County.
 11. Conducts fiscal research and provides assistance to Commissioners and staff regarding financial decision making and special projects.
 12. Evaluates the County's financial position and issues periodic financial and operating reports for all departments, including grant in-aid agencies.
 13. Assures compliance with all federal, state and local accounting principles, procedures and financial record-keeping requirements.
 14. Manages the County's purchasing and inventory control procedures, and proposes recommendations as appropriate.
 15. Administers and monitors all vendor contracts to assure compliance and consistency with County goals and financial resources.
 16. Establishes working relationship with vendors and develops procedures for verification and cost approval of purchases within the County.
 17. Analyzes, consolidates, and directs all cost accounting procedures and prepares reports for County Commissioners.
 18. Analyzes and conducts studies of economic, business and financial conditions and their impact on the County's revenue and capital investments.
 19. Analyzes all contracts and/or projects for their financial impact prior to recommending same to the County Commissioners.
 20. Institutes financial policies and procedures to assure maximum reimbursement from Federal/State funding sources for County programs.
 21. Oversees property and casualty management including the reconciliation of all assets for capital and other financial reporting
 22. Participates in monthly Department Head meetings.
 23. While reporting to the County Administrator, participates in public forums and provides support to the County Administrator, County Commissioners, Department Heads, and Elected Officials as requested.
 24. Upon adoption of the annual budget, prepare a report for the public distribution that explains the budget in layman terms.
 25. Review and approval of space needs short-term and long-term in conjunction with the

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Maintenance Manager to include a) a written analysis of existing and future (2-6) years space needs, b) options for meeting those needs, c) fiscal implications for different alternatives.

26. Development of a budget that a) incorporates a long-term perspective, b) establishes linkages to broad organizational goals, c) provides budget recommendations based on results and outcomes and d) promotes communications with stakeholders, including the public.
27. Familiar with the "WV Open Meetings Act" which requires the ability to make public presentations and implement the decisions (by majority vote) of the County Commission.
28. Develop financial analysis regarding JCESA fees, fee allocation and impact to County Commission budget.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Business Administration, with a major in Finance, Business, Economics or Accounting; seven to ten (7-10) years of accounting and finance related work experience in a governmental setting with at least five (5) years of accounting experience in a supervisory level.

Special Requirements: CPA preferred but not required. Class D Motor Vehicle Driver's License

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of the principles, practices, laws and regulations of government accounting, budget preparation and management techniques and practices and applicable financial or treasury provisions of the County and West Virginia General Laws including the investment of funds and the borrowing of short and long term debt financing government operations; working knowledge of computer applications for accounting and financial management. Knowledge of County government operations as well as pertinent County, State and Federal agencies. Knowledge of County budgeting techniques and practices as well as local, state and federal regulations and/or laws pertaining to local government financial operations. Working knowledge of financial operating software, information management, and automated accounting systems, the Internet, database management and spread sheet applications in support of the County's financial operations.

Abilities: Ability to analyze and interpret financial data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with County officials and other governmental representatives. Ability to function independently in a flexible manner and to establish and maintain effective working relationships with staff, vendors and disgruntled members of the public.

Skill: Proficient skill in working with numbers in an accurate and detailed manner; excellent analytical, oral, and written communication skills; must have excellent computer skills including demonstrated skill in use of business and automated county accounting and financial software applications. Must possess initiative and effective problem solving skills. Effective supervisory and interpersonal skills working with employees as well as local, state, and federal officials.

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is occasionally required to lift objects such as books, office equipment, and paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer.

Visual Demands: Position requires the employee to constantly read documents, computer screens, and reports for understanding and analytical purposes. The employee is rarely required to determine color differences.