

**Jefferson County Commission
Chief Financial Officer
Job Description**

Position Title	Chief Financial Officer	Grade Level:	8
Department	County Commission Administration Office	Date:	09/05/2024
Reports to:	County Administrator	FLSA Status	Exempt

I. POSITION SUMMARY

The Chief Financial Officer (CFO) serves as the principal financial strategist for Jefferson County. This executive-level position is responsible for managing the county's financial operations, including budgeting, accounting, financial reporting, and long-term financial planning. The CFO ensures fiscal responsibility and sustainability by overseeing financial policies, procedures, and compliance with applicable laws and regulations. The CFO provides expert financial guidance to all county departments, elected offices, and programs, ensuring that the county's financial resources are managed effectively to support its mission and goals.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Strategic Financial Leadership:

- Develop and implement financial strategies that align with the county's mission and objectives.
- Lead the Office of Finance in formulating and executing financial policies and procedures.
- Provide strategic guidance to the County Administrator, Commission, and department heads on fiscal management, budgeting, and program funding across all departments, including human resources and departmental programs.
- Develop and implement financial literacy and budget management training programs for county employees, ensuring that all departments are equipped to manage their budgets effectively.
- Promote continuous professional development within the Finance Office and other departments on best practices in public sector financial management.

2. Budgeting and Financial Planning:

- Oversee the development and management of the county's annual budget, ensuring alignment with county priorities and fiscal sustainability.
- Prepare state-required budget documents and internal budget revisions, ensuring timely submission and compliance with state regulations.

- Ensure department requests are within budget parameters, providing guidance to department heads during budget preparation, especially in areas related to staffing and program funding.
- Present budget proposals and financial reports to the County Commission, addressing concerns and providing recommendations.
- Work closely with the Office of Human Resources on planning for staffing, salaries, cost-of-living adjustments (COLAs), merit increases, insurance programs, and other personnel-related budget items.
- Lead long-term financial planning efforts, including forecasting and analysis of revenues, expenditures, and fund balances.

3. Financial Reporting and Analysis:

- Ensure timely and accurate financial reporting to the County Commission, external auditors, and regulatory agencies.
- Prepare and present financial reports, forecasts, and analyses to inform decision-making by county leadership.
- Develop and provide annual historical revenue and expenditure reports to facilitate strategic planning and transparency.
- Oversee the preparation of comprehensive annual financial reports (CAFR) and other required financial disclosures.
- Interact with the State Auditor's Office to ensure compliance with financial reporting requirements.

4. Accounting and Financial Controls:

- Actively participate in accounting functions, including accounts payable, accounts receivable, payroll, and general ledger maintenance.
- Ensure the integrity of accounting records and financial statements through the development and maintenance of robust internal controls.
- Oversee the county's compliance with Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards.

5. Cash and Investment Management:

- Oversee the county's cash flow and investment portfolio to ensure liquidity, safety, and appropriate returns.
- Establish and foster investment in a financial stability fund to support long-term financial health.
- Manage relationships with financial institutions, ensuring the county's banking and investment needs are met efficiently and securely.
- Develop and implement investment policies in line with county regulations and financial objectives.

6. Debt Management:

- Oversee the issuance and management of county debt, ensuring compliance with legal requirements and fiscal prudence.
- Develop strategies for debt financing and refinancing to support capital projects while minimizing costs.

- Monitor and manage the county's debt portfolio, ensuring timely payments and adherence to debt covenants.

7. Procurement and Vendor Management:

- Oversee the county's procurement processes to ensure fairness, transparency, and compliance with applicable laws and policies.
- Manage vendor relationships, including contract negotiations and performance evaluations, to ensure the efficient use of county resources.

8. Collaboration with County Clerk and Other Departments:

- Work closely with the County Clerk's office to ensure accurate and timely processing of financial transactions and records.
- Collaborate with department heads to support their financial needs and ensure their requests are aligned with the county's budget.
- Provide guidance to the County Commission and departments on financial matters, helping to align resources with strategic priorities.

9. Audit and Compliance:

- Oversee internal and external audits to ensure compliance with financial regulations, policies, and procedures.
- Establish internal audit procedures to ensure the integrity of financial transactions and safeguard against fraud and misappropriation of funds.
- Develop and implement a comprehensive fraud prevention program, including staff training and regular audits.
- Implement corrective actions in response to audit findings and ensure continuous improvement in financial processes.
- Maintain up-to-date knowledge of relevant laws, regulations, and best practices in public sector finance.

10. Grant Management and Reporting:

- Oversee the application, management, and reporting of state and federal grants, ensuring compliance with all grant requirements.
- Provide guidance to departments on grant opportunities, ensuring that financial implications and reporting requirements are fully understood.

11. Leadership and Staff Development:

- Lead, mentor, and manage the Office of Finance staff, fostering a culture of professionalism, collaboration, and continuous improvement.
- Ensure that staff have the training and resources needed to perform their duties effectively and efficiently.

12. Public and Community Relations:

- Represent the county's financial interests at public meetings, community events, and with external stakeholders.
- Build and maintain relationships with external partners, including auditors, financial institutions, and government agencies.

13. Technology and Financial Software Expertise:

- Serve as the county's expert on financial management software, specifically Tyler Munis, ensuring that the system is utilized effectively to meet the county's financial needs.
- Oversee the implementation and optimization of financial technology solutions to improve efficiency and accuracy in financial operations.

III. QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field; Master's degree or CPA certification preferred.
- Minimum of 7 years of progressive financial management experience, including experience in budgeting, financial analysis, and strategic planning.
- Experience in public sector finance, government accounting, or a large organizational environment preferred.
- Proficiency and experience with Tyler Munis financial management software.

Knowledge, Skills, and Abilities:

- In-depth knowledge of public sector finance, budgeting, and accounting principles.
- Strong leadership and communication skills, with the ability to effectively convey complex financial information to non-financial stakeholders.
- Proven ability to develop and implement financial strategies and programs.
- Proficiency in financial software, accounting systems, and Microsoft Office Suite.

IV. WORKING CONDITIONS

Work Environment: Office setting with occasional travel to other county facilities.

Physical Requirements: Ability to sit, stand, and walk for extended periods. Occasional lifting of up to 20 pounds.

V. OTHER

Jefferson County is an Equal Opportunity Employer and values diversity in the workplace.