

**THE COUNTY OF NORTHAMPTON
POSITION DESCRIPTION**

**TITLE: DIRECTOR OF FINANCE
GRADE: 130**

**Adopted: October 2011
Reviewed: April 2015
Revised: May 2015
Revised: September 2017**

GENERAL DESCRIPTION

The essential function of the position is to supervise staff and oversee the County's Finance Department. The position is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing financial activities and events, preparing budgets, and evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The position formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

PRIMARY DUTIES:

Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Develops goals, objectives, policy and procedures for County financial management in consultation with elected or appointed officials, senior management, department heads, and department staff, to ensure accurate and efficient financial processes; ensures policies and procedures are promulgated to all levels and evaluates to ensure compliance and identify deficiencies.

Monitors and researches trends, new methodology and technology, laws, rules, and County policy to develop and enhance financial management processes.

Directs financial management activities including research, long range planning, audits, procurement, risk management, annual budget development, accounting and control, evaluation of processes, cash flow, debt strategies, financial reports, personnel issues, public complaints, and other management activities.

Advises and consults with elected and appointed officials, department heads, staff agencies, individuals, and others on financial problems, strategies, policies, and procedures; intervenes in sensitive matters or pervasive problems to achieve resolution and long term solutions.

Represents the County on boards or committees involved in financial planning, management, or other issues; participates in interagency or other meetings or conferences; makes financial presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups.

Oversees administrative matters such as developing and defending department budgets, administering expenditures, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.

Serves as Fiscal Agent to the ESVA 911 Commission.

Oversees staff responsible for handling delinquent tax collection relative to personal property; shares management responsibility for the Human Resources Coordinator with the County Administrator. The

Human Resources Coordinator handles the processing of payroll which are the functions overseen by the Director of Finance.

DATA RESPONSIBILITY:

Prepares quarterly financial reports for distribution to the elected leaders and senior management.

Prepares annual budget document and Comprehensive Annual Financial Report (in concert with County engaged auditors).

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

PEOPLE RESPONSIBILITY:

Manages subordinate professional and office staff. Responsible for overall direction, coordination and evaluation of assigned staff.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

INVOLVEMENT WITH THINGS:

Develops and implements long-range capital plans and programs to support the goals and objectives of the organization.

ASSETS RESPONSIBILITY:

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments, or for providing legal counsel to the elected officials.

MATHEMATICAL REQUIREMENTS:

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS:

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

Able to be effective in written and oral communication in contacts with local, state and federal officials and the general public.

COMPLEXITY OF WORK:

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

IMPACT OF DECISIONS:

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; loss of life and/or damage is highly likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION and/or WORK REQUIREMENTS:

Bachelor's degree in Accounting, Public Finance or closely related field; supplemented by four (4) to six (6) years of extensive, progressively responsible experience in a municipal financial position in a similarly

sized agency; or an equivalent combination of training and/or experience. A C.P.A. and/or VGFOA designation is preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS PREFERRED:

Prefers designation as a Certified Public Accountant or certification as a local government Financial Officer.

OTHER SKILLS AND ABILITIES REQUIREMENTS:

Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.

Knowledge of accounting practices and administrative policies.

Know of supervisory principles and practices and ability to direct and coordinate staff activities.

Knowledge of the principles, practices and processes of municipal budgeting.

Ability to formulate and install methods, procedures, forms and record systems.

Ability to prepare complex financial reports in a timely and accurate manner.

Ability to supervise maintenance of complex administrative records and prepare reports.

Ability to maintain satisfactory working relationships with employees, government officials, private organizations and the general public.

Ability to supervise professional and clerical staff, including assignment of work and review of same.

Ability to effectively multi-task and manage time and deadlines accordingly.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS:

Requires sedentary work involving standing or walking for brief periods, (exerting up to 10 pounds of force on a regular basis ;) (and some dexterity in operating machines, tools, or office equipment.)

SAFETY OF OTHERS:

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

UNAVOIDABLE HAZARDS:

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS:

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.