



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: FINANCE DIRECTOR DATE OPENED: 11/9/2016

DEPARTMENT: FINANCE CLOSING DATE: 12/2/2016

If you have any questions about this position vacancy, call: (406) 758 - 5522.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non - Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 80,616.18 per Year

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 83,840.83 per Year

2 YEAR STEP: \$ 87,194.46 per Year

3 YEAR STEP: \$ 88,938.35 per Year

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

A cover letter and resume must be attached to your Flathead County application.

This is a contract position and includes a comprehensive benefit package, including health insurance, dental and vision coverage, life insurance, paid holidays, sick leave, vacation, and MPERA retirement.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center
427 First Avenue East
Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Finance Director	Job Code:	02260
Department:	Finance	Pay Grade:	Std 51
Reports to:	County Administrator	FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The Finance department provides a variety of financial services to the Commissioners, County staff and the public. Services include; accounting and financial reporting, budgeting, payroll, accounts payable, special improvement district assistance and budget calculation, project accounting, capital improvement plan reporting, grant reporting in compliance with audit requirements, credit card administration, internal audit to ensure compliance with County policy and State/Federal laws, capital asset reporting, and facilitating external audits. The Finance Department ensures that the County's financial resources are protected through sound financial management, including allocating resources consistent with community goals and State statute, and provides timely, accurate, and reliable information that will assist in making informed decisions.

Job Summary: Performs professional work as a department head, administering and supervising the Finance Department staff and finance functions for Flathead County, including budget development, administration, asset and debt management, accounting, audits, payroll and purchasing. Provides financial and accounting advice and oversight to all county departments as well as to select local governments within the county. Works under the general direction of the County Administrator and County Commissioners.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plan and manage county fiscal activities and accounting systems to meet accounting and reporting needs in compliance with local, state, and federal regulations and professional practices. This includes participating in planning; establishing fiscal systems and policies to meet county business needs; reviewing and interpreting accounting and reporting guidelines (e.g. Federal circulars and Generally Accepted Accounting Principles); and having discussions with the county commission, department heads, other agencies, and elected officials (e.g., Treasurers and Auditors).
- Research and evaluate guidelines and standards to ensure County accounting complies with professional and governmental standards for issues such as the reporting of cash flows for proprietary programs; indirect cost proposals; federal contract accounting requirements; tracking and reporting loans, payments, and related transactions; etc. Provide fiscal guidance and consultation to other County managers.

- Evaluate agency financial transactions to ensure proper financial management. This includes monitoring activities including cash and fixed asset management, accounting transactions, and reporting. Ensure the proper implementation and administration of internal controls and separation of duties to ensure the integrity and compliance of financial transactions. Review and investigate large, unusual, and high risk transactions and make recommendations to the Commission on policies, internal control systems and/or improved management practices necessary to address any problem areas identified. Consult with the County Safety Coordinator/Risk Manager as needed.
- Analyze program expenditures to ensure the allocation of funding as designated and to track funding levels through review of financial reports and expenditures. Review and approve requisitions, payrolls, expense claims, vendor claims, etc. to ensure expenses remain within the budgets and that county resources are used in the most efficient manner possible.
- Develop accurate and timely fiscal reports to meet county, state, and federal reporting requirements, including the Comprehensive Annual Financial Report (CAFR), and to provide timely information for executive decision-making. This includes evaluating regulations; establishing reporting formats to meet requirements or user needs; analyzing data for validity and propriety; and synthesizing and configuring data to ensure it is provided in formats that comply with accepted practices and standards.
- Coordinate and oversee the final review and approval of major financial transactions such as agency payroll journals, budget allocations, requisitions, claims, accruals, and journal vouchers to ensure statutory compliance, efficient workflow and fiscal processing by county staff. Provide advanced technical guidance and assistance to county departments regarding accounting, purchasing, budgeting, payroll, property control, and revenue collections to identify and resolve complex or contentious issues affecting financial operations.
- Analyze and project agency fiscal needs, revenues, and expenditures to provide information used for program planning and budget development. This involves assessing economic factors affecting county programs (e.g., revenues, expenditures, historical patterns, ordinances, legislation, etc.). Project program budget needs by interviewing managers to assess program needs, and analyzing various programmatic and funding options.
- Conduct budget planning and fiscal analysis to support the accurate and effective development and administration of county budgets. This involves developing and compiling budget allocations; analyzing, evaluating, and recommending budget justifications with supporting information and data; and assessing impacts of proposed budget changes. Research and analyze fiscal data to interpret and communicate information to program managers, department heads, elected officials, staff, and others. Develop cost and revenue projections; and determine the overall cost-effectiveness of various program operations and activities using cost/benefit and risk analysis methodologies.
- Allocate biennial budgets to distribute funds according to County Commission intent and specific appropriations. Analyze and evaluate budget components to effectively justify budget requests, and provide recommendations and support to the Commission.

- Monitor and evaluate budget and expenditure activity to identify and resolve errors, deficiencies, conflicts, inconsistencies, and other problems as they arise. Coordinate with others to verify financial data; evaluate the long-term budgetary impacts of problems and alternatives; and to develop, negotiate, and implement solutions consistent with statutory requirements as well as state and department policies.
- Compile and submit detailed budget requests, amendments, operational plan changes, funding transfers, and related items to the county commission for review and approval to maintain viable program operations. Coordinate the development and submission of all fiscal year end transactions such as accruals, encumbrances, and budget adjustments to ensure accurate program accounting and adequate financial support for future program operations.
- Coordinate and oversee agency procurement and contract administration to ensure compliance with state/federal requirements and the terms and conditions of individual agreements. Respond to inquiries regarding contract provisions; State and Department policies, procedures, and other requirements; and related to ongoing contract administration.
- Oversee county payroll functions to ensure consistency with agency policies and procedures. This includes directing and overseeing payroll processes, travel/leave tracking, and related activities; coordinating with the Human Resource Director to ensure consistent application of personnel policies and benefits; and monitoring personnel services budgets and transactions to identify and resolve deficiencies.
- Coordinate and oversee data and records management functions to ensure accessibility, security, and accuracy of essential program data (e.g., fiscal reports, agency payroll information, asset and inventory data, etc.). This includes working with management and information technology staff to develop and establish procedures for data collection and transfer; monitoring data management systems to ensure effectiveness; overseeing quality control reviews of data; and ensuring compliance with records retention and disposal requirements.
- Serves on County's senior management team. Evaluates problems and operations in other county departments as requested. Identifies problems, and develops alternative solutions to financial and budgetary issues. Analyzes the financial impact of proposed legislation on the County and lobbies at state and federal level on behalf of the County.
- Coordinate County responses to audits from other agencies. This includes gathering information in response to requests; providing explanations or clarifications of fiscal data; coordinating responses to audit findings or recommendations; and implementing audit recommendations approved by the Commission. Creates an annual internal audit work plan for approval by the County Audit Committee.
- Coordinate county asset classification and inventory management to ensure the effective management of department assets, adequate support for program operations, and compliance with local, state, and federal law. This includes researching, synthesizing and compiling real property data; maintaining and monitoring asset management systems; and participating in and

performing regular property inspections, including those associated with regular and special inventories to ensure asset records are accurate.

- Coordinates departmental safety programs and addresses any safety or environmental concerns in a prompt manner. Identifies and corrects hazardous conditions which may lead to human injury and/or property damage. Participates in investigation of incidents within the department, ensures safety inspections and training are conducted monthly.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- Work is in a normal office environment, and may involve overtime and weekend work during peak workloads.
- Work involves physical demands associated with working on a computer, communicating over the phone and in person, and light lifting and filing.
- Requires vision sufficient to read laws, rules, accounting reports, contracts, computer printouts and other printed materials; hearing sufficient to hear conversations in person and over the phone; dexterity to operate office equipment; mobility to move in a normal office environment; strength sufficient to lift and carry office supplies and materials; and endurance sufficient to maintain activity throughout the entire shift.

Supervision Exercised: This position supervises the finance department staff, including staff accountants, accounts payable clerks, and payroll specialists.

Knowledge, Skills, and Abilities:

The job requires knowledge of:

- Public sector financial administration principles and practices, including the principles of governmental accounting and financial reporting, multi-year budgeting, debt administrations and purchasing;
- Extensive knowledge of Governmental Accounting Standards Board pronouncements, regulations and guidelines;
- Thorough knowledge of payroll administration;
- Thorough knowledge of the principles and practices of employee training and supervision.

The job requires skill in:

- Budgeting
- Program management
- Plan Implementation
- Use of office equipment and software applications (word-processing, spreadsheet, standard office and specialized accounting software applications)
- Excellent written and verbal communication skills

The job requires the ability to:

- Manage day-to-day operations of county finance and accounting functions; plan, organize, and direct short and long-term fiscal management programs
- Understand and interpret complex laws, regulations, policies, procedures and guidelines; analyze, interpret, and explain complex financial data
- Apply analysis and judgment in arriving at solutions to routine, unusual, and unprecedented financial and budgetary problems;
- Communicate effectively in the English language, orally and in writing
- Develop financial policies, procedures and guidelines
- Establish and maintain effective working relationships with diverse individuals and groups; and to motivate and direct staff to meet department goals.

Education and Experience:

The job requires education and experience equivalent to a bachelor’s degree in Accounting, Finance, Public or Business Administration and four (4) years of related experience, including supervisory duties. A Master’s degree or CPA certification is desired.

Action	Date	Reference
Adopted	02/09/2010	Commissioners’ Minutes
Revised	07/01/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	11/07/2016	Commissioners’ Minutes