

FINANCIAL PROGRAM MANAGER II

JOB PURPOSE AND SUMMARY

Plans, organizes, and manages the activities and staff to perform complex and specialized financial and accounting functions that impact departments county wide and/or junior taxing districts. Treasurer's Office incumbents oversee cash management, reporting, investment and debt management activities; Auditor's Office incumbents manage the general ledger and preparation of fiscal statements and reports associated with the state Auditor's Office.

CLASSIFICATION DISTINCTION

This is the second level in the Financial Program Manager series. This level is distinguished from the Financial Program Manager I by the scope and level of responsibilities of the work unit managed and the impact of the work performed. Positions at this level play a key role in the County's financial reporting, internal controls, cash management, investment and debt service, and/or compliance activities.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES – *specific duties vary based on the department of assignment:*

- Manages and develops the County's financial activities and programs and recommends financial/fiscal policies.
- Manages the organization, staffing, and operational activities for the assigned program(s).
- Develops and manages short-and long-term department goals and priorities.
- Selects, trains, motivates, and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Directs, coordinates, and reviews the work plan for program activities; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Purchases and sells securities to meet cash needs for county departments and junior taxing districts.
- Oversees and administers all bank accounts held by the county; manages bank account deposits, withdrawals and reconciliation for all county accounts; ensures proper internal controls of accounts; monitors bank service agreements.
- Oversees debt issuance requirements, regulatory compliance (SEC; IRS; and MSRB), including the payment of interest and principal payments on existing debts.

- Monitors and analyzes changes and conditions in financial markets; applies statutes and department policies to the investment portfolio and debt issuance.
- Directs the maintenance and reconciliation of the general and subsidiary ledgers; ensures compliance with professional standards and legal requirements.
- Prepares and review work papers and consolidated financial reports.
- Initiates, reviews, and recommends countywide financial analysis and reports.
- Assists and counsels county departments with complex accounting issues, including developing financial systems and processes.
- Leads the county's compilation of the Comprehensive Annual Financial Report (CAFR) and associated audit from the State Auditor's Office.
- Manages the county's general ledger.
- Monitors department expenditures and financial status.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at this level typically require a Bachelor's or Master's degree in accounting, business or public administration, or a related field and five years of increasingly responsible accounting, banking, investment, and debt management experience, and supervisory skills and abilities. Certification as a CPA (Certified Public Accountant) is desirable.

Any combination of education, experience and qualifications that would provide the required knowledge and abilities will be considered.

KNOWLEDGE, SKILLS AND ABILITIES (varying according to area of assignment)

Knowledge of: principles and practices of public sector financial and investment portfolio management; generally accepted accounting principles, systems, procedures, and controls; applicable federal, state and local laws, rules and regulations; principles of financial record keeping and reporting; basic principles of public administrations, including personnel management, participative management theories, computer equipment and software applications for accounting systems.

Ability to: effectively plan, manage and coordinate the work of personnel; plan, implement, and manage multiple financial programs and projects; manage the activities of a variety of County service areas in the preparation of comprehensive financial reports; analyze, document, and streamline financial processes and systems; understand and interpret financial information and/or the activities of the fixed income markets; use computerized financial reporting systems; select, supervise, train, and evaluate staff; interpret and explain County accounting and financial policies and procedures; prepare clear and concise reports; communicate clearly and concisely both orally

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and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public.

Experience with fully integrated software with Oracle experience preferred. Ability to use Microsoft Office programs, particularly advanced Excel skills.

WORKING ENVIRONMENT

Work is generally performed indoors and in an office environment. Lifting of records and reports may be required, usually not in excess of 50 lbs. May be required to deliver items and operate County automobiles. May require travel to meetings on an as-needed basis and visiting various County and district locations. Office tasks require significant periods of time spent working at a personal computer. This position is at very low risk for exposure to blood products, human biohazards, laboratory chemicals, toxic materials, or environmental hazards.

Ability to regularly use office equipment including computers, telephones, calculators, copiers, and FAX machine is required. Work regularly requires sitting and speaking or hearing, frequently requires repetitive motions using hands, and occasionally requires standing, walking, reaching with hands and arms and lifting. Work also requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication. Work is generally performed in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic.)

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