

DIRECTOR, FINANCE

JOB PURPOSE AND SUMMARY

This is a professional-level administrative position responsible for the effective administration and control of the comprehensive accounting, budgeting, auditing, payroll and fiscal reporting systems of Clark County and numerous independent political subdivisions.

CLASSIFICATION DISTINCTIONS

This position reports to the County Auditor (elected official) and supervises a staff of professional auditors, analysts and accountants, and accounting assistants. The Director of Finance is responsible for ensuring that the accounting systems conform with BARS, Governmental Auditing, Accounting and Financial Reporting Principles, RCW's, local ordinances, and applicable state/federal regulations; that audits are performed in accordance with Generally Accepted Auditing Standards and other industry guidelines; that the Clark County Budget is balanced, monitored, controlled and modified in accordance with regulatory statute; and that the fiscal position of the County is fairly represented to management and in public reports.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Financial Accountability

- Controls, monitors, and administers the financial accountability of Clark County in the recording and reporting of financial data, including the Comprehensive Annual Financial Report.
- Reviews, establishes and administers procedures, systems and policies governing the processing of data through the Auditor's office, including (but not limited to) accounts payable, payroll, accounts receivable, grants, and data entry and control.
- Monitors performance of personnel, systems and procedures in providing County-wide financial and accounting services; evaluates performance, and determines necessary action.
- Obtains, reviews and distributes information generated by various governing authorities, including BARS, the State of Washington, the Board of County Commissioners, NCGA, MFOA, GAAP, CPAB and others.
- Reviews, analyzes, and reports information as requested by the County Auditor, or through the Auditor by the Board of County Commissioners.

- Plans, organizes and conducts periodic meetings and training sessions, including (but not limited to):
 - Weekly County business meetings
 - Semi-annual accounting seminars
 - Weekly management meetings
- Reviews and approves all training sessions, workshops, continuing education, and other training related activities pursued by staff.

Fiscal Management

- Compiles, reviews and issues to the Auditor the annual Preliminary Budget in accordance with statute.
- Reviews and analyzes the annual County Budget preparatory to submission of the Final Budget to the Board of County Commissioners.
- Reviews and approves or returns budgetary changes, modifications, or supplements processed to the adopted final budget.
- Determines and designates case balances and deposits in County funds available for investments, and contrarily requirements of debt issuance and retirement.
- Reviews and approves acquisition of Data Processing services or equipment within the guidelines of the County Microprocessor Policy.
- Reviews, analyzes, and provides input on all budget related commitments, obligations and transactions, such as property, plant and equipment acquisitions, service contracts, construction and renovation, etc.

Auditing

- Oversees, administers and participates as needed in the examination of County and County-sponsored agency financial records and systems.
- Reviews all audit reports issued by the Internal Auditor including significant findings and critical supporting documentation.
- Provides staff support to Audit Oversight Committee in the planning, reviewing, and direction of audit programs and procedures.
- Participates, where necessary, in opening, exit and other audit conferences with auditees, State Examiner, other outside auditors, and the Board of County Commissioners.

- Reviews, analyzes and produces special reports and studies as required by the Auditor and as required by the Board of County Commissioners or other elected officials transmitted through the Auditor.

Administration - Other

- Plans, develops, implements and oversees adherence to goals and objectives of accounting, financial reporting, budgeting, internal audit, and grants management functions.
- Reviews and approves departmental budget prior to submission to the Auditor, and serves as advocate in all affairs concerning departmental budget.
- Hires, fires, promotes and otherwise evaluates performance of management staff, and concurs with recommendation of staff regarding subordinates, and recommends, trains, and disciplines as required.
- Represents Auditor on Clark County Data Processing Users Committee as voting member, and reviews and evaluates actions thereof, and represents Auditor when necessary in Consolidated Computer Center Joint Board Meetings.
- Actively serves and participates in the Washington Finance Officers Association and the Municipal Finance Officers Association of the United States and Canada, and seeks to obtain recognition of all areas of financial achievement and reporting for Clark County.
- Performs, produces, analyzes or conducts any other items of County business as required for the proper and prudent fiscal management and accountability of Clark County.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree with major course work in accounting, preferably emphasizing governmental accounting.
- Four (4) years accounting experience with two (2) of these in governmental accounting. Minimum of two (2) years supervisory experience required.
- Two (2) years of auditing, including operational experience.

Knowledge of....principles of personnel supervision, selection, discipline, performance evaluation, and contract administration; Federal, State and local agency accounting system and control requirements; generally accepted professional budget and accounting principles and standards; Federal, State and local laws governing budget and accounting procedures; computer applications, particularly those related to financial reporting and management information systems; financial and operational audit procedures and standards; BARS, GAAFR, GAAP, GAAS, and other accounting/finance parameters; principles of management and supervision and of computerized accounting systems.

Ability to....communicate clearly, orally and in writing; interpret complex financial data and develop analytical and static reports; devise and evaluate accounting methods and procedures; devise and write meaningful narrative and accounting reports; interpret and verify financial reports and books of record; supervise a variety of finance related functions simultaneously; work harmoniously with personnel of other units and agencies.

Office use: 6/20/00