

Classification Title: Human Services Finance Officer

FLSA Status: Exempt

BRIEF DESCRIPTION: Responsible for the functions of finance, budget and Human Resource management for the Human Services Department. Provides leadership to staff and oversees the development of the annual budget and business plan. Represents the department on county-wide project teams and county initiatives as directed by the Wake County Human Services Director. Assures compliance with all County fiscal policies and procedures; provides direction to finance staff, division leaders and management staff on budget planning and implementation; and assures alignment with County Human Resources functions. Advises executive level leadership on issues related to budget management, accounting, internal controls, financial analysis, procurement, contract management, strategic planning and human resources.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Directs and coordinate the agency’s annual budget and operational budget/ business plan. Provides budgetary oversight, guidance, coordination, and development assistance (as specifically relates to Revenue Optimization) to program managers and the Executive Team, incorporating short and long range priorities in the preparation of the budget. Serves as a member of Department’s Executive Management Team advising the Department Head in the areas of Budget Finance and Human Resource Management.
2	S	Assists department leadership with strategies to maximize existing revenues and think creatively to optimize revenues. Consults with local, state and federal agencies to ensure feasibility, compliance, accountability and optimization of revenue strategies. Ensures timely receipt of state, federal, and grant revenues, including but not limited to the oversight and approval of all departmental fiscal reporting.
3	S	Responsible for setting fees (initial and yearly revenues) for physical health program. Leads effort to determine payment amounts to contracted community partners. Provides supervisory oversight to Budget/ Finance staff as relates to the preparation and approval of Requests for Payment, Daily Travel, and Travel Advance Reimbursement requests, procurement cards, and purchasing requisitions. Provides supervisory oversight to Budget/ Finance Office personnel in accounts payable functions, including but not limited to, contract provider payments, and other vendor payments. Responds to inquiries from independent auditors and assist in the preparation of the County’s Comprehensive Annual Financial Report (CAFR).

4	S	Reviews contracts and sign off on documents as appropriate. Manages contract Management staff. Ensures contracts are clearly written in a manner which minimizes risk to the county and leads to required deliverables. Ensures compliance with County procurement policies in contracting. Provides direction for the agency’s Contracts Management staff ensuring compliance, external monitoring, and quality customer service. Recruits, selects, orients, trains, and sets standards for employees.
5	S	Directs Wake County Human Services HR unit in recruitment and retention, on-boarding and off boarding, salary administration, new hire Human Services Orientation, position management, and time reports. Directs and coordinates Annual Performance Development Process and allocation of merit raises.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Finance, Public Administration, Accounting or related or related field.
Experience	Five years experience in Finance, Budgeting, Public Administration, Accounting, or equivalent.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver’s license required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computer, Window; Lotus Notes; Advantage; Microsoft Office Suite (word, excel, powerpoint); Internet Explorer, telephone, calculator, car, copier, fax.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.