

Classification Title: Finance Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages the County's fiscal resources through procurement process, appropriate internal controls, compliance with accounting laws and regulations, both federal, state and county, banking and investment practices, risk management as well as ensuring accurate financial reporting of the County's financial condition.

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	Provides executive direction, leadership and oversight with the core functions of the Finance Department such as Procurement, Contracts, Payables, Receivables, and Financial Reporting.
2	S	Serves as the coordinator of the County's risk management efforts that involve the departments of General Services, Human Resources and the County Attorney.
3	S	Manages banking relationships and strives to achieve maximum rate of return on the County's investments while providing appropriate liquidity.
4	S	Serves as one of the eWake key leaders responsible for leading ERP efforts that include managing the vendor contracts and ensuring appropriation coordination with all modules while working within the annual contract amount.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Finance, Accounting, or related field.
Experience	Eight years experience in finance.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	CPA
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and
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 is broad reaching and dynamic and may include communication of 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. Makes presentations and answers questions in regard to findings and recommendations.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	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:

Calculator, telephone, laptop, computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other (see 1 below) X

(1) Potentially wherever the County conducts business or works.

PROTECTIVE EQUIPMENT REQUIRED:

None