

Title: Director of Finance
Department: Finance
Division/Office: N/A



Grade 2134; Salary position; Category: Unclassified; Job Code: DFIN; Rev.:07/01/2021

General Description

The purpose of this position is to direct the County's overall spending and revenues, provide short- and long-term financial forecasts, oversees debt management, and manage annual budget preparation. The position is responsible for all financial functions of the department which includes accounting, tax collection and assessment.

This position develops, administers, and implements programs within organizational policies and County Ordinances. The Director of Finance is appointed by Levy Court, but reports to, and is evaluated by the County Administrator.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Supervises activities of the Finance Department including financial planning, accounting, sewer billing, debt service, annual budget, investments, banking accounts payables and receivables, procurement in accordance with all applicable laws, rules, regulations, and directives.
- Establishes internal controls for the County and ensuring compliance with regulations, policies, and standards.
- Directs property tax billing and collection and related functions: School Tax, County Tax, Library Tax, Ditch Tax, Street Light Fees, Trash Fees, and Stormwater Management Fees.
- Directs the development of the annual budget; develops revenue projections, expenditure estimates, preparation of the Capital Improvement Plan (CIP), financing options, calculates annual effective and roll-back ad-valorem tax rates; directs the processing of budget information and coordination of requests from all departments; assists with presentation to the Levy Commission.
- Directs the financial reporting system including preparation of the Annual Comprehensive Financial Report (ACFR) and other specialized reports as requested.
- Prepares financial reports and provides assistance to departments on financial matters.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree in accounting, finance, business or public administration or related field supplemented by eight (8) years of progressively responsible supervisory experience in budgeting, fixed asset accounting, financial management, accounts payables, and payroll, preferably for a municipal government or possession of any equivalent combination of

Title: Director of Finance
Department: Finance
Division/Office: N/A



Grade 2134; Salary position; Category: Unclassified; Job Code: DFIN; Rev.:07/01/2021

education, training, and experience.

Additional Requirements:

Comprehensive knowledge of professional accounting practices; comprehensive knowledge of Federal, State and local laws pertaining to County financial activities; ability to follow complex oral and written instructions; ability to prepare financial reports; comprehensive understanding of internal controls and accounting procedures in an electronic environment; ability to establish and maintain effective relationship with subordinates, contractors, County officials, federal and State agencies and the public; demonstrated ability to lead and supervise the work of professional and non-professional assistants; ability to obtain the cooperation of others; good professional judgment; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Graduate degree or CPA preferred.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.