

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Finance
Classified, GRADE 16
FLSA exempt position

ASSISTANT DIRECTOR OF FINANCE

GENERAL STATEMENT OF DUTIES: Assists the Director of Finance in planning, assigning and coordinating the activities of an accounting staff engaged in a variety of activities pertaining to the County's finances, audits, budgets, and investments in accordance with the generally accepted accounting practices and pertinent Federal, State and local legislation.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position requiring technical accounting and administrative knowledge to maintain the accounting and control system for the County government. Under the general policy direction of the Director of Finance, the incumbent has wide latitude in devising and modifying procedures and processes. The employee exercises considerable independent judgement under the administrative supervision of the Director of Finance, and is authorized to act on his/her behalf.

ADA 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 reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

General supervision of governmental fund and proprietary fund sections;
Plan, control and direct the work of the accounting staff;
Serve as liaison between the County and the auditors;
Prepare and review journal entries;
Coordinate the investment of County funds;
Review and correct computer generated accounting records;
Prepare financial statements in accordance with generally accepted accounting principles;
Maintain pension fund and similar accounts;
Review departmental budget requests for accuracy and completeness;
Assist County departments in the preparation of budget requests as needed;
Assist in the processing and review of payroll;
Assist in special projects as assigned by the Director of Finance;
Assist with County budget preparation and special projects;

Provide information for bond prospectuses;
Analyze and evaluates problem areas within various funds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of modern account-keeping practices; comprehensive knowledge of professional accounting practices with emphasis on governmental accounting and budgetary practices; comprehensive knowledge of the principles underlying State and local laws pertaining to County financial activities; ability to follow complex oral and written instructions; ability to prepare financial reports; ability to understand and work with Data Processing in improving and implementing new accounting programs; ability to develop and use complex programs to aid in budget process and other special projects; ability to analyze financial and accounting data and to make appropriate recommendations; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an accredited four-year college or university in business, finance or accounting (MBA or CPA desirable) with seven years related experience with local government accounting practices; or any combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. 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.

Employee Acknowledgment

Est.07/01/94
Rev. 1/11/99
Rev. 07/01/00
Rev. 07/01/15