

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Unclassified, GRADE 19
FLSA exempt position

DIRECTOR OF FINANCE

GENERAL STATEMENT OF DUTIES: Performs executive level responsibilities in the administration and operation of the Department of Finance, which is composed of an Enterprise Fund section, Governmental Fund section, and Assessment section; does related work as required. Serves as the Chief Financial Officer for the County.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent uses a variety of complex supervisory, professional, administrative and technical accounting and finance skills to maintain fiscal records and systems of the County in accordance with Generally Accepted Accounting Principles (GAAP) and pertinent Federal, State and local statutes. Supervises financial and property assessment staff. Represents the County on matters relating to financial issues under the general policy direction of the County Administrator.

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 fingering, 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)

Serve as chief financial advisor to the County government;
Establish and maintain internal control procedures;
Assure generally accepted accounting principles are maintained;
Provide leadership and direction in the development of financial plans;
Coordinate activities with departments and other governmental agencies as required;
Provide technical assistance in preparation of annual budgets;
Oversee property records maintenance and property assessment functions;
Prepare Department budget and approve expenditures in compliance with approved budget; Provide financial reports to Federal and State government agencies as required;
Conduct financial presentations to management, commissions, civic groups and the general public;
Communicate official plans, policies and procedures to staff and the general public;
Review and make final Department decision on personnel matters;
Provide technical and administrative support to assigned boards and committees;
Assist in selection of annual auditing services;
Manage debt service and bond issuances;
Monitor and direct investment of County funds in accordance with investment policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 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.

ACCEPTABLE EXPERIENCE AND TRAINING: Master's degree from an accredited four-year college or university in business, finance, or accounting (MBA or CPA desirable) and seven to ten years related experience, three of which must be in a supervisory capacity preferably with a local government; working knowledge of automated systems as they relate to the Department's functions; or any equivalent combination of experience and training determined by Levy Court.

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. 07/01/00

Rev. 07/01/06

Rev. 07/01/15