

**Title: Assistant Director of Finance**  
**Department: Finance**  
**Division/Office: Administrative section**



Grade 2127; FLSA Exempt position; Category: Classified; Job Code: ATFI; Rev.:07/01/2021

### **General Description**

The purpose of this position is to assist the Director of Finance in planning, assigning, and coordinating the activities of the Finance Department staff pertaining to the County's finances, audits, budget, investments, assessments, and taxes in accordance with generally accepted accounting practices and pertinent Federal, State, and local legislation.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

### **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.*

- Key member of the County Management Team and acts as representative for the Finance Department when Finance Director is unavailable
- Manages and directs the functions and makes operational and strategic plans of the Governmental, Enterprise, Billing and Assessment divisions of the Finance Department
- Manages, directs and evaluates assigned staff, processing employee concerns, 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
- Maintains a high degree of familiarity of all financial systems, including general ledger, accounts receivable and payable, purchasing, payroll and other special software. Participates in system updates and improvements
- Manages the Annual Independent Audit and actively participates in efforts involving standardizing accounting procedures to achieve compliance with GASB rules
- Manages the preparation of the financial statements in accordance with General Accepted Accounting Principals
- Performs lead role for special projects that are finance, tax and assessment related and may include working with multiple County departments and outside agencies and research and knowledge across a broad spectrum involving the area of interest
- Coordinates the investment of County funds
- Maintains pension fund and similar accounts
- Assists in the processing and review of payroll
- Performs related work as required

### **Minimum Education and Experience Requirements:**

Requires Bachelor's degree in Accounting, Finance or related field; supplemented by a minimum of eight (8) years of financial accounting experience of which five (5) are in a supervisory or management position or any equivalent combination of education and experiences. Preference given to management level Governmental accounting, budgeting and financial statement audit experience.

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**Additional Requirements:**

Comprehensive knowledge of generally accepted accounting principles and governmental accounting principles and practices; comprehensive knowledge of the Federal, State and County laws and regulations pertaining to the financial and assessment functions; Strong ability to convey ideas to the public and present to Leadership; ability to plan and supervise the work of others; working knowledge of personal computers and pertinent applications; strong ability to create and work with complex spreadsheets; strong ability to comprehend complex oral and written instructions and contracts; ability to multi-task; ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and the public; 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.

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Employee Acknowledgement