

## ANACONDA-DEER LODGE COUNTY

### POSITION DESCRIPTION

**DEPARTMENT:** Finance

**POSITION:** Chief Financial Director

**ACCOUNTABLE TO:** Chief Executive

**SALARY RANGE:** \$ 75,000 to \$91,000 – EXEMPT POSITION

#### **SUMMARY OF WORK:**

Under the broad policy guidance and direction of the Chief Executive, performs administrative, financial and supervision of clerical staff, is responsible for oversight of all financial activities including accounts payable, accounts receivable, budgeting, and payroll.

#### **JOB CHARACTERISTICS:**

**Nature of Work:** This position is involved in coordinating and supervising various clerical tasks to maintain financial records, authorize, review and record city/county financial transactions. Work is performed in an office setting during a standard work week.

**Personal Contacts:** Frequent contact with the public, computer service and department heads; daily contact with the Chief Executive and moderate contact with Assessor's Office, Treasurer's Office and the Commission.

**Supervision Received:** Guidance and coordination of tasks with Chief Executive as needed.

**Supervision Exercised:** Regularly supervises all staff within the department.

**Essential Functions:** This position requires the ability to: maintain financial statements and reports that are appropriate for the users and in accordance with GAAP; ensure compliance with internal financial and accounting policies and

procedures; prepare all supporting information for the annual audit with external auditors as necessary; maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control and petty cash; oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll; assist in budget preparation; office administration; and Risk Management.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Maintains all recorded documents as required by law.
- Trains, supervises and assists department employees in their duties.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Reconcile bank and investment accounts.
- Manage the cash flow and prepare cash flow forecasts in accordance with policy.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Maintain financial records for each project in a manner that facilitates management reports.
- Coordinates and assists auditors.
- Oversees the issuance of all city/county warrants.
- Oversees financial transactions for all city/county departments.
- Posts ledgers.
- Prepares monthly departmental budget reports.
- Assists in annual budget preparations.
- Monitors computer system and performs data entry when necessary
- Monitors and maintains computer system.
- Performs other duties as required.

**Knowledge:** This position requires a thorough knowledge of: local government, accounting laws; legal duties; organization structure and procedures; accounting and bookkeeping practices; business administration; modern office practices and use of modern office equipment.

**Skills:** This position requires skills in: the use of office equipment; computer operation utilizing applicable software; office organization and personnel management; bookkeeping; mathematical computation; typing; and data entry.

**Abilities:** This position requires the ability to: effectively train, supervise and evaluate employees; interpret rules and regulations, reason and make decisions in accordance with established procedures and policies; plan and organize; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, officials, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor's Degree in Accounting or closely related field.

### **Other Requirements:**

- Must be bondable.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Complies with legal mandates for Finance Office.
- Maintains records, files and documents as required by law.
- Prepares and submits accurate reports and audit requirements.
- Maintains accurate records and submits accurate reports.
- Assists other departments with budget reviews and preparation.
- Operates within adopted budget.
- Observes work hours.
- Demonstrates punctuality.
- Deals effectively and patiently with the public.
- Provides adequate assistance to and supervision of departmental employees.

- Assists auditors as needed.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Prepares county financial reports.
- Prepares all quarterly reports and monitors state and federal grants.
- Responsible for all county bookkeeping.
- Assists the Chief Executive with preparation and maintenance of all County budgets.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)