

## OCONEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: FINANCE DIRECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is the overall financial administration of the County. Plans, organizes and manages the overall operations of finance and accounting. Administers financial, accounting, budgeting, and investment functions in accordance with applicable standards established by GAAP and GASB. This position reports to the Chairman of the Board of Commissioners.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Serves as chief Finance and Budget Officer for the county; advises department heads, elected officials, Administrative Officer and Chairman regarding financial matters.

Plans, organizes and directs financial, accounting, budgeting, internal and external audit and cost of service measurement functions.

Organizes the operations of the county accounting system and the development, implementation, and review of accounting procedures.

Oversees the county financial reporting system and prepares financial reports and other specialized reports as requested.

Administers daily operations of the Finance Department including supervision of personnel in processing cash receipts, accounts payable/receivable, bank reconciliation, financial reports, bank deposits, and posting of funds.

Performs a variety of administrative duties associated with supervising staff to include hiring, assigning and reviewing the work of subordinates, ensuring proper training and professional development, providing direction, guidance and evaluating performance.

Assists with the development of the annual county operating budget; capital improvements program; conducts budget hearings. Assists department directors in budget preparation. Provides historical data. Compiles and produces budget. Assists in preparing annual budget calendar.

Assists Human Resources with payroll related activities.

Oversees the grant administration program.

Analyzes cash balances, revenues, and expenditures; prepares revenue forecasts for budget and management decisions.

Monitors expenditure levels of all county departments for compliance with budgetary and management objectives; prepares budget revisions as needed.

Oversees the operations of the county internal auditing activities.

Assists external auditors by providing needed data and responding to inquiries.

Performs cost analysis studies of county operations on as needed basis.

Develops the annual finance department operating budget and monitors expenditures under the current budget.

Oversees and transacts investment of County funds; determines amounts to be invested, obtains and evaluates bids from banking institutions, and awards bids.

Adheres and ensures adherence to established safety procedures and county Safety Policies and Procedures to ensure safety of employees and other individuals.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting, Finance or related field with local government experience preferred; CPA desired; supplemented by three (3) to five (5) years previous experience and/or training that includes accounting, finance, purchasing, budgeting and systems experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess three (3) years supervisory experience. Must possess and maintain a valid Georgia's Drivers License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Oconee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.