

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Manager

Job Title: Finance Director

Reports to: County Manager

Level/Grade: 30

Type of position:

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency

Hours 40 **/Week**

- Classified
- Unclassified

Primary Description:

The Finance Director is responsible for the day-to-day operation of the Finance Department. Position directs fiscal and budget analysis activities, including supervision of accounting, auditing, budgeting, procurement, payroll, and inventory; manages the performance-based budget process and develops and analyzes administrative systems. Reporting directly to Finance Director are: Assets and Information Clerk, Finance Officer, Purchasing Agent and Solid Waste Billing & Collection Clerk.

Essential Job Functions:

Supervises accounts receivables and accounts payable, including the processing and auditing of invoices prior to payment; supervises payroll which includes ensuring compliance with county, state, and federal rules & regulations and statutes in the processing of all financial transactions; supervises the budget process, which includes the preparation of the annual appropriation requests and conducting monthly analysis of budgeted revenues and expenditures to actual revenues and expenditures; supervises the accounting and annual inventory of fixed assets; and supervises the solid waste billing and collection processes. Interfaces with other county departments regarding payroll, payables, and receivables and purchasing. Accumulates data for County Manager and Board of County Commissioners. Position will recommend new policies and modifications to existing policies regarding purchasing as well as ongoing assignment to cite ways to improve the overall efficiency and economy of the County's purchasing and related procedures as needed. Maintains effective positive working relationship with County elected officials, county employees, local, state and federal agencies, and the general public. The employee must know and understand County Personnel Policy and all County and departmental policies pertinent to the position; and perform all related work as required.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- College Degree/CPA preferred or equivalent in the field of Finance or closely related area; minimum of five years' experience in accounting. Combination of education, management experience, and training, certifications, ability and skills.
- Experience in state or local government or public education procedures preferred for budget preparation, payroll, reports, contracts, and purchasing. Efficient in Microsoft Excel, Word.
- Valid NM State Driver's License and a good driving record to be insurable for liability purposes.
- Ability to read and write proficiently; make highly complex calculations and use ten-key calculator by touch; deal with public in a pleasant manner; prepare and analyze reports and highly proficient in use of computer and in understanding basic programs.
- Ability to assume responsibility and supervise pleasantly and efficiently; know all laws, policies and ordinances pertinent to county fiscal matters.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Telephone, calculator, AS/400-JWalk and personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, and other related office machines.

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Nita Taylor, County Manager

Date Posted: _____

Date Hired: _____

Employee Declaration: I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____