

Executive Director of Finance



Position Description

Status

Full-Time, Exempt

Compensation

D63

Bargaining Unit

Non-bargaining

Reports to

County Administrator

Supervises

Finance Manager & Staff

Position Category

Executive Director

Summary

Performs a wide range of difficult-to-complex leadership responsibilities for all areas directed by the County Administrator in accordance with policies and directives pursuant to all applicable state and federal laws and regulations. Responsible for integrating the strategic plan, priorities and goals throughout the organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Assists the County Administrator in the general management of County government by serving as liaison between the County Administrator and all departments and elected offices; acts as assistant to and may act for County Administrator, as authorized. Receives, investigates, and resolves complaints/concerns from stakeholders.
2. Assists with the overall leadership, development, implementation and accomplishment of short and long-range plans and policies related to Customer Service, Employee Engagement, Process Improvement and Financial Stability.
3. Assists with the financial management of the organization, including the development and implementation of the annual budget. Works with the County administrator to establish a three-year strategic operational financial plan. This plan will include financial reporting systems and controls that will ensure compliance with County policies. Prepares revenue and expenditure forecasts for the development of the multi-year budget.
4. Responsible for providing information, advice, and counsel to the County Administrator in the creation of policies, programs, and strategic direction of the organization.
5. Assists with the administration of overall operation of the organization.

6. Participates as a member of the County Administration Bargaining Team for contract negotiations. Provides information and recommendations in response to grievances, fact-finding and other labor issues.
7. Provides accurate and timely budget and financial analysis and reports.
8. Oversees the accounting system, including the general ledger, subsidiary ledgers, and accounts payable/receivable, providing procedural direction.
9. Maintains a county grant process that ensures timely and accurate reporting to state and federal agencies.
10. Provides direction for the preparation and maintenance of the county's financial records and financial policies in accordance with federal, state, GAAP, and GASB guidelines and requirements.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Organizational Values
- Goal/Results Oriented
- Communication
- Attention to Detail
- Adaptability
- IT Application
- Leadership & Influence
- Management
- Planning & Organizing
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about

the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Bachelor's degree in public or business administration with a major focus on Finance.
2. Seven (7) years of finance administrative/supervisory experience in local government and or a combination of education and experience.
3. Seven (7) years of principles and practices of business administration, accounting practices and reporting laws, office procedures and business operating systems. Understands county structure according to State Law.

Preferred Education and Experience

1. Master's degree in public or business administration with a major focus on Finance.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____