

Finance Manager



Position Description

Status

Full-Time, Exempt

Compensation

C42

Bargaining Unit

Non-bargaining

Summary

This position is responsible for managing the Financial Services department activities and staff in all accounting areas including but not limited to accounts payable, accounts receivable, grants management and general governmental accounting for the county and its service areas. This position is directly responsible for leading the county's cross-functional Audit Prep Team.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepares revenue and expense variance analysis, capital asset accounting, year-end closing entries and annual audit schedules including the Single Audit Act Compliance report
2. Performs audit functions for all funds which include general, special revenue, enterprise and capital project funds
3. Prepares, reviews, approves and posts journal entries and prepares financial reports and supporting documentation
4. Maintains long-term debt service schedules and reserved fund balances
5. Develops and implements policies, procedures and controls to ensure compliance with laws, federal and state regulations, GAAP and GASB
6. Manages the Financial Services team on projects, daily support services and learning and growth development.
7. Maintains and assists in the planning and organization of projects, department coverage and scheduling of work.
8. Maintains capital assets schedule, reconciles accounts receivable and account payable and other balance sheet accounts including grants

Reports to

Executive Director of Finance

Supervises

Finance Staff

Position Category

Manager

9. Assists in the preparation of the annual budget document, including compiling approved department expenditure budgets, revenue estimates and various narratives into the annual budget document. Also, prepares budget adjustments as needed
10. Plans, organizes and recommends improvements for accounting operations, to formulate and modify accounting systems and related work methods

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 accounting, finance or business administration or related field
2. Two to four (2-4) years of progressively responsible experience in accounting, finance &/or budgeting; or any combination of education, training or experience that provides the necessary knowledge, skills and abilities to perform the work
3. Two (2) years of supervisory experience and management of an accounting department

Preferred Education and Experience

1. Two (2) years of accounting experience in governmental agencies.
2. CPA licensure.

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 _____