Job Description: FINANCIAL DIRECTOR

CLASS NO. 120 **EEOC CATEGORY:** Office and Administrators

PAY GROUP: 17 **FLSA:** Exempt

SUMMARY OF POSITION

Financial Liaison between Auditor, Treasurer and Commissioners' Court in maintaining budget and financial statements, in compliance with regulations, as revised and adopted by the Governmental Accounting Standards Board (GASB) (GAAP). Responsible for working with Commissioners' Court to facilitate long-term planning in development and maintenance of a five year (evergreen) budget and growth plan. Works in cooperation with Economic Development Department, Special Projects Department, and other county offices in coordinating projects that involve financial administration , as requested by the County Judge and/or Commissioners' Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge

2. Directs: Personnel as assigned to assist in the development of budget and financial administration.

3. Other: Has regular contact with the county officials and the general public. Has frequent contact with related municipal, county, state agencies, outside auditors and recipients of contracts, including Abatements and Grants.

EXAMPLES OF WORK

Essential Duties

Responsible for posting journal entries to computerized accounting system, as requested by the Auditor, Treasurer, Purchasing Supervisor or County Judge;

Responsible for posting budget amendments, as approved by Commissioners' Court;

Monthly preparation and interpretation of GAAP/GASB mandated financial statements, including budget and actual comparison schedules;

Administration of yearly Abatement evaluation reviews;

Administration of yearly Tobacco Distribution Reimbursement reports;

Facilitation and maintenance of a five year plan that maximizes growth with the available funds;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations. *12/00*

Job Description: FINANCIAL DIRECTOR

CLASS NO. 120 ***(Continued)***

Development and maintenance of economic resources database which includes projected tax revenues from tax abatements and other new projects;

Evaluates and/or supervises the work of any county or contract/consulting personnel assigned to assist in project work associated with county finances, including grants and ROW acquisitions;

Travels to and attends meetings, training seminars, and other related sessions that enhances the financial administration of the county.

Other Important Duties

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: governmental and corporate accounting experience, which includes generally accepted accounting principles and application.

Skill/Ability to: demonstrate proficiency in both compiling and analyzing financial statements, which includes Governmental Fund Statements, Proprietary Funds, Fiduciary Funds, Government-wide Statement of Assets and Statement of Activities; develop and present effective planning proposals; operate computers using accounting programs, standard word processing, spreadsheets, and database software packages; and establish and maintain effective working relationships with co-workers, county officials, and members of related other government organizations and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's degree in accounting, plus @ least 5 years experience in complete accounting application and @ least 1 year in governmental accounting application; or

High School graduate, or it's equivalent, plus @ least 10 years experience in complete accounting application, and @ least 1 year in governmental accounting application;

Plus a combination of experience and training which provides the required knowledge, skills and abilities to compile and translate budgets and financial statements, including Balance Sheets and Profit & Loss Statements.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license, or available alternate means of transportation. Certification as a Notary Public.

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