

**S LIVINGSTON COUNTY
JOB DESCRIPTION**

DEPUTY FINANCIAL OFFICER

Supervised By: Deputy County Administrator / Financial Officer
Supervises: Senior Financial Analyst
Department: Fiscal Services
FLSA Status: Exempt

Position Summary:

Under the supervision of the Deputy County Administrator/Financial Officer, this position is responsible for analysis and preparation of a variety of complex financial, budget, and operational data. The position's duties are concentrated in countywide budget development and implementation, internal service fund rate analysis, asset replacement planning, financial analysis, and grant management. This position supervises and provides direction in the operations of grant administration, procurement and accounts payable activities.

This position serves as the senior staff position for Fiscal Services and acts as Financial Officer on behalf of the Deputy County Administrator/ Financial Officer as directed or in the event of an absence or vacancy.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepares, reviews, analyzes, and submits a variety of complex reports, reconciliations, work papers, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, and external agencies. Formulates, develops, and presents solution options and/or recommendations to the Deputy County Administrator/Financial Officer.
2. Assists in the development and administration of the County's budget, including revenue and expenditure forecasts, preparing related operational and financial reports, reviews and recommends budget levels and amendments and consolidates related information, coordinating development of a budget book presentation that meets the Government Finance Officers Association (GFOA) distinguished budget standards and serves as a policy document, operational guide, financial plan, and communication device.
3. Prepares and presents budget and financial information to the Board of Commissioners on a regular basis.

4. Supervises the accounts payable, central procurement and financial analyst staff and activities in these areas to ensure efficient financial management and internal controls are in place including but not limited to grant management, budget processes, procurement cards, purchasing, capital purchases, and invoice processing.
5. Assigns work assignments, provides direction, evaluates performance of assigned employees, and assures necessary training and professional development is provided. Takes disciplinary action according to established procedures and in consultation with the Deputy County Administrator/Financial Officer. Sets clear goals to drive departmental success and operational effectiveness.
6. Prepares complex annual wage and benefit projection for all employee groups utilizing the enterprise resource planning (ERP) software. Possess and maintains a thorough understanding of the payroll and benefit process, special pay types, employee payout allowances, and union contracts.
7. Maintains the Position Control application in the ERP software to ensure that all County position requests are authorized positions and have appropriate funding identified.
8. Assists the Deputy County Administrator/Financial Officer in developing and implementing effective budget monitoring practices for approved capital projects.
9. Provides financial support to departments including, but not limited to, financial analysis, budget development, and analysis for rate setting.
10. Administers and configures the budget module of the County's ERP software including testing of application processes and quality control, training, development of user manuals, troubleshooting and assisting in resolving system errors, assigning end-user permissions.
11. Analyzes and reviews financial data for compliance with County accounting policies and procedures and develops related policies and procedures.
12. Analyzes, reconciles, validates, complies and calculates a variety of complex financial data, information and transactions and translates into clear, concise, reports and presentations.
13. Coordinates the county-wide Program Performance Measurement activities with the department directors and elected officials and assists in the development of goals and objectives to align with the County's strategic plan.
14. Audits the processes, practices, and related operations of departments to eliminate inefficiencies, ensure proper controls are established, and recommends appropriate changes.

15. Fosters a culture of accountability, collaboration and continuous improvement and encourages innovation.
16. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
17. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in accounting, finance or related field and five years of progressively more responsible experience in municipal finance, budgeting, or accounting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Considerable knowledge of the principles and practices of governmental accounting procedures and guidelines, auditing principles, financial and operational controls and Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of applicable local, state and federal laws, rules and regulations, researching financial discrepancies, preparing financial reports and documents and analyzing and interpreting financial information.
- High-level skill and independent judgement in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating complex financial concepts orally and in writing.
- Strong leadership skills and the ability to establish effective working relationships, use discretion, good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, Elected Officials and the public.
- Ability to handle multiple complex assignments concurrently, assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

- Skill in the use of office equipment and technology, including Microsoft Suite and financial applications, and the ability to master the County's enterprise resource planning software system and related technologies.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.