

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

FINANCE ASSISTANT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial and financial work associated with county financial accounting/reporting activities and budget preparation. Duties and responsibilities include directing accounting activities, maintaining fund balances, developing/administering budgets, approving disbursements, preparing financial reports and documentation, supervising assigned employees, and performing additional functions as assigned. Reports to Finance Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists Finance Director in supervising, directing, and evaluating assigned staff, processing employee concerns and problems, directing work, counseling, participates in interviewing applicants and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Director of Finance, County Mayor, or other officials to review county financial operations, review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Supervises accounting operations and activities, including accounts payable, accounts receivable, payroll, and systems administration.

Maintains daily fund balances on all county funds; tracks revenues and expenditures; balances funds monthly with Trustee's Office; maintains records.

Assists with preparation of the county's annual budget; prepares/distributes budget request forms; consults with department managers concerning departmental budgets; provides assistance with budget preparation as needed and reviews submitted requests; assists County Mayor and Director of Finance with initial departmental budget hearings; enters data into computer system.

Participates in Budget Committee activities, to include attending meetings, preparing agendas and explanation of agenda items, preparing minutes and related documentation, and other functions as assigned.

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Prepares for end-of-fiscal-year budget closing for numerous funds and their sub-funds; balances encumbrances, calculates receivables, and sets up designations and reserves; posts new budget to general ledger for all budgeted funds.

Prepares analysis of all new personnel requested and recommended, showing total cost of personnel including salaries and benefits.

Monitors/approves departmental expenditures on a daily basis.

Maintains balances of long-term debt; prepares wire for debt principal and interest.

Assists Director of Finance in maintaining notes receivable schedules.

Maintains self-insurance fund bank account for payment of liability claims; makes deposits as needed; reconciles monthly bank statements.

Maintains worker's compensation bank account for third party administrator; verifies availability of funds as claims are paid; makes deposits as needed maintains property and casualty insurance claim payments and verifies availability of funds.

Maintains flexible spending account for third party administrator; verifies availability of funds as claims are paid; makes deposits as needed.

Reviews monthly local and long distance telephone bills; codes bill with proper departmental account codes; distributes copies of bills to proper departments; consults with telephone companies as needed; submits bills for payment; administers telephone bill management software.

Interacts with Trustee's Office to ensure bond proceed investments are maintained in compliance with IRS arbitrage regulations.

Assists in the process of issuing new bond and note debt; occasionally participates in bid openings and closing conferences.

Conducts research as requested by county commissioners, department managers, and general public.

Prepares notices for newspaper publication during budget preparation.

Prepares or generates various reports; reviews reports for accuracy; performs applicable calculations; forwards and/or files reports as appropriate.

Prepares or completes various forms, reports, correspondence, budget documents, spreadsheets, purchase orders, newspaper notices, meeting agendas, meeting minutes, resolutions, or other documents.

Receives various forms, reports, correspondence, purchase requests, invoices, reimbursement requests, budget documents, budget request forms, meeting agenda items, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of departmental records; oversees retention and storage of documents in compliance with all regulations governing retention of financial records; coordinates destruction of obsolete records as appropriate.

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Maintains inventory of departmental supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement items.

Coordinates audit activities; provides required documentation and information to auditors during external audits.

Communicates with director, county officials, employees, other departments, board/committee members, auditors, financial institutions, state/federal agencies, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs the duties of Director of Finance in absence of same, pursuant to state statute.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Business Management, or closely related field; supplemented by three (3) years previous experience and/or training that includes progressive management experience involving governmental accounting, budgeting, general accounting, payroll, accounts receivable, accounts payable, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of professional certification such as Certified Public Accountant (CPA) or Certified Governmental Financial Manager (CGFM) preferred. May be required to possess and maintain valid Tennessee State driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: presenting information
Surface: carpet/smooth
Maximum Continuous Time: 5

2. SITTING

Tasks: at my desk working
Maximum Continuous Time: 10

3. LIFTING/CARRYING

Objects: banker boxes during archiving (occasionally)

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X	X		
11-25 lbs		X	X		
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. BENDING/SQUATTING/KNEELING

Tasks: for files

5. REACHING

Tasks: for files

Hands Used: RIGHT LEFT BOTH X

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>100</u> % of time
Outside	<u>0</u> % of time

7. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		75%
Grasp	X		5%
Fine Motor i.e: writing, twisting hands or wrist, etc	X		25%

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		

Employee's Signature

Supervisor's Signature

Date

Date