

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: FINANCE 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, preparing the county's annual budget, reporting the fund conditions, projecting future fiscal needs for the county, approving disbursements, preparing financial reports and documentation, researching data, supervising assigned employees, and performing additional functions as assigned. Reports to County Commission.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining; 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.

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

Prepares completion of the county's annual budget; consults with department managers concerning departmental budgets; provides assistance with budget preparation as needed and reviews submitted requests; assists County Mayor and Budget and Finance Committee with departmental budget hearings.

Participates in Budget Committee activities, to include attending meetings; reports the fund conditions, notes any unusual fluctuations, and goes over the Cash Balance Report

Monitors/approves departmental expenditures; serves as advisor and reports financial conditions to departments.

Maintains balances of long-term debt to include principal and interest payments

Conducts research as requested by county commissioners, department managers, and general public. Participates on various committees as appropriate; attends meetings; gathers/presents information, provides input, and responds to questions; makes speeches or presentations as appropriate.

Plans, organizes, and directs operations and activities of the Finance Department, including long range planning and research, current planning, and office administration functions.

Prepares or generates various reports, correspondence, budget documents, spreadsheets, requisitions or other documents; reviews reports for accuracy; performs applicable calculations; forwards and/or files reports as appropriate.

Receives various forms, reports, correspondence, purchase requests, invoices, reimbursement requests, budget documents, budget request forms, resolutions, cost estimates, inventory records, statistical data, 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.

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

Assists in the long-term Capital Project Plan; assists county in acquiring long-term financing and determines debt structures; prepares long term forecasts for various funds with effort on the county's tax rate.

Conducts special projects and research for various Departments as needed in accordance with GASB guidelines.

Communicates with 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.

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 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 five (5) 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. Must possess Certified Public Accountant (CPA) certification, and possession of Certified Governmental Financial Manager (CGFM) certification is preferred. Must possess and maintain a valid Tennessee 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;

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: 2

2. SITTING

Tasks: at my desk working
Maximum Continuous Time: 4

3. LIFTING/CARRYING

Objects: banker boxes during archiving (occasionally)

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		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 X LEFT BOTH

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	

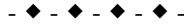
Inside Building	<u>90</u> % of time
Outside	<u>10</u> % of time

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	

1. 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		20%



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 (Executive Employee)

~ The following questions to determine whether you've misclassified a worker as an exempt executive:

1. Is the employee's primary duty managing the enterprise or a department or subdivision of the enterprise?
2. Does the employee customarily direct the work of two or more other employees or their equivalent?
3. Does the employee have the authority to hire or fire, and do her recommendations carry significant weight if unauthorized to make the final decision?
4. 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