

FRANKLIN COUNTY

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Employee Name:	Position Title: Director of Financial Operations
Dept. /Div.: Accounting/Reconciliation	Employment Status: Full-time
Reports to: Chief Deputy Treasurer	FLSA Status: Exempt
Normal Hours: Monday-Friday 8:00 a.m.-5:00 p.m.	
Civil Service Status: Unclassified	

GENERAL DESCRIPTION:

Responsible for accounting and auditing duties for the Treasurer's office. This management position is responsible for financial planning and development, infrastructure and policy development, and supervision of financial staff.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 35% (1) Manages and supervises professional and clerical staff; plans, evaluates, and directs policies and procedures for each cash collection and financial reporting of Treasurer's office financial activities. Demonstrates regular and predictable attendance.
- 20% (2) Reviews and approves all Treasurer Cash disbursements of the Treasurer's Office including the payment of budgetary appropriations and agency escrow monies; reconciles monthly warrants clearing with county ledger.
- 15% (3) Manages and maintains the County's depository banking relationship; verifies that bank analysis invoices agree with contracted rate; establishes and maintains regional bank collection program; prepares banking RFP Scope of Services and lead committee for evaluation of bank bid responses; facilitates the establishment of credit card services for county agencies with main banking depository; acts as liaison with financial institutions for county agencies using specialized banking services.
- 10% (4) Certifies tax collection payments received by the Treasurer's office- Form 7 Reporting; assists with resolving financial errors with banking representatives and third party vendors. Audits and approves fund reconcilements prepared by staff accountants. Attends weekly Core Team meetings and provides report for and attends bi-weekly Senior Staff meetings.
- 5% (5) Will assist with specialized public record requests; responds to State Auditor requests for information.
- 5% (6) Interacts with and responds to tax payers and the general public in a timely, professional manner.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Revised August 28, 2019

FRANKLIN COUNTY

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Employee Name:

Position Title: Director of Financial Operations

5% (8) Occasional need to work outside normal hours to ensure the proper balancing of daily work.

OTHER DUTIES AND RESPONSIBILITIES:

5% (9) Performs other job related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: up to date computer applications, including but not limited to Microsoft Office; accounting; governmental accounting; bookkeeping; budgeting; auditing; filing policies and procedures; government structure and process; geographic layout of jurisdiction;* department goals and objectives;* department policies and procedures;* public relations; communications; management; office practices and procedures; supervisory principles and practices.

Skill in: computer and modern office equipment operation; operation of a motor vehicle; time management; tactfully handle irate clients and all parties making contact with office.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; calculate fractions, decimals, and percentages; compile statistical data; read, copy, and record figures accurately; deal with problems involving variables within familiar context; read, comprehend, and interpret various laws and regulations; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; work independently and under stressful conditions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships; travel to and gain access to work site; prepare and deliver information to specialized audiences and general public.

TITLES OF POSITIONS DIRECTLY SUPERVISED:

Staff Accountants

Refund Coordinator

Purchasing Coordinator

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree from an accredited college or university and one to three years of related accounting and operations experience preferred; management experience required including knowledge of Generally Accepted Accounting Principles best practice standards; internal controls; cross trained in banking and/or strong banking background.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Public Accountant

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer and applicable applications, and other modern office equipment.

FRANKLIN COUNTY

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Employee Name:

Position Title: Director of Financial Operations

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to 10 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)