

# **Assistant Finance Director**

## **Nature of Work**

This is very professional, financial and administrative work assisting with a variety of accounting and financial operations for Sevier County government. Activities associated with the job include assisting with the preparation and review of financial statements, assisting with financial planning activities, coordination of annual state audits, assisting with the annual budget preparation process and assisting with the supervision and oversight of accounts receivable and accounts payable processes. Additional activities include reconciliation of various accounts, coordination of insurance reporting requirements, preparing 1099's and other financial reports and assisting with grant funded programs and initiatives. The incumbent is also responsible for assisting with the supervision of departmental staff when necessary. Job responsibilities require thorough experience in accounting and finance (preferably in a governmental setting), excellent organizational, interpersonal and decision making skills, dedicated attention to detail and knowledge of county government offices and departments including internal financial relationships, auditing standards and reporting requirements. Job performance is evaluated by the Finance Director through review of the efficiency and accuracy of financial operations, knowledge of county government operations including acceptable financial standards, practices and financial reporting requirements, level of support provided to county government operations and interpersonal, organizational and decision making skills. Job duties and responsibilities are also subject to annual audits from the State of Tennessee.

## **Illustrative Examples of Work**

- Assists with insuring that financial systems are established and operated in accordance with sound accounting practices and federal, state and local accounting and purchasing rules and regulations are consistently followed.
- Makes recommendations concerning accounting systems and financial policies and procedures for county government operations.
- Assists with overseeing financial transactions including accounts receivable, accounts payable, billing, general ledger, payroll, budgeting, and county revenues and insuring the proper maintenance of all related records.
- Assists with analyzing financial information and preparing reports and financial statements.
- Reviews purchase orders, expenditures and revenue postings to insure proper coding and availability of funds.
- Assists with re-coding all miscellaneous refunds to the proper account and making revenue and expense entries for Internal Service Funds (dental and worker's compensation).
- Reconciles bank accounts for the Employee Benefit Plan, Dental Insurance Plan, Worker's Compensation Plan, and Inmate Insurance Plan.
- Reconciles all funds to the Trustee transaction reports and all cash accounts.
- Maintains capital asset program including compliance with county policy and all GAAP and GASB standards.

- Makes accrual entries and journal entries to correct coding mistakes.
- Assists with distributing monthly financial reports to elected officials and department heads.
- Assists with closing out the books at year end and printing month end and year end reports.
- Assists with the activities of departmental personnel and insuring the accuracy and timeliness of accounts payable transactions.
- Approves travel expenditures for county employees, resolves difficult issues with vendors and suppliers and prepares credit applications when necessary.
- Assists with drafting and presenting budget resolutions and documents to the Budget Committee and County Commission for approval, obtaining final approval from the State Comptroller's Office once the budget is passed by the County Commission and preparing all documents for printing the final budget document.
- Assists with budget preparation meetings with department heads and elected officials, preparing all documents required for each meeting and formulating budgets for approximately twenty major categories in the general fund.
- Assists with preparing budgets for all funds.
- Interacts with non-profit agencies requesting financial assistance from the county.
- Meets with the County Mayor and Insurance Consultant to discuss medical insurance issues and trends and formulate recommendations for the plan for review by County Commission.
- Assists with preparing all documents required for insurance renewals, including property, liability, worker's compensation, automobile, etc.
- Prepares reports required by various agencies including Medicare, Social Security, Worker's Compensation, etc.
- Assists with the annual audit process by preparing requested information, preparing fixed asset reports and depreciation, preparing the Management's Discussion and Analysis and meeting with the Audit Manager and staff to discuss any findings.
- Reviews and remains current on new laws and regulations pertaining to the accounting profession including GAAP and GASB.
- Assists with preparing and submitting the TDOT Litter Grant and Office on Aging and Senior Citizens Grant.
- Assists with preparing and mailing 1099's to all vendors and contractors at the end of each calendar year.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four-year college or university with a Bachelors Degree of Science in Finance or Business Administration; experience in accounting and financial administration of a complex nature including supervisory responsibilities; thorough experience managing multiple financial accounts and performing complex accounting transactions; excellent organizational, interpersonal and decision making skills, dedicated attention to detail; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

- Thorough knowledge of the principles and practices of the financial administration and acceptable accounting practices and reporting requirements utilized by county governments in the State of

Tennessee.

- Thorough knowledge of commonly utilized public accounting practices and procedures including the accrual of funds, amortization and depreciation schedules, use of internal controls, debt funding, etc.
- Thorough knowledge of the laws and regulations pertaining to the management of and accounting for public, private and non-profit funds including all applicable IRS rules and regulations, GAAP, GASB and applicable T.C.A. statutes.
- Thorough knowledge of the principles and practices of budget development, preparation, monitoring and amendment.
- Thorough knowledge of financial auditing practices and protocols required by the State of Tennessee including required documentation, preparation of reports, potential audit findings, etc.
- Considerable knowledge of the functions, structure, and operating policies of Sevier County including all elected offices and departments.
- Knowledge of effective supervisory techniques and practices including selection, evaluation, motivation and discipline and/or discharge of staff.
- Knowledge of the laws and regulations pertaining to the use and dissemination of protected health information as required by HIPPA.
- Ability to prioritize personal time and activities to meet all financial deadlines and reporting requirements.
- Ability to communicate effectively in oral and written form and prepare budget resolutions and amendments in proper grammatical form.
- Ability to analyze complex financial data, reconcile multiple accounts and resolve financial discrepancies.
- Ability to effectively assist in making sound and logical decisions regarding the assumption, financing and servicing of debt for the county.
- Ability to plan, assign and organize the work of personnel engaged in a variety of financial and clerical activities.
- Ability to effectively assist with the development of sound and effective fiscal and financial management systems, controls and procedures.
- Ability to establish and maintain effective working relationships with government officials, department directors, employees and the general public.
- Skill in the use of computerized accounting systems, proprietary software and commonly utilized accounting and budgeting software programs including word processing, database management and spreadsheet applications.

### **Necessary Special Requirements**

- Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

Sevier County Government  
FLSA – Exempt (Executive)  
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