

Deputy Finance Director

Nature of Work

This is very professional, financial and administrative work assisting with all accounting and financial operations for Maury County government as established by the Maury County Financial Management System of 2018. Activities associated with the job include maintaining the accounting system for all funds including the county general fund, county highway fund and the county general purpose school fund and assisting with the oversight of the annual budget from conception to closeout for the respective fiscal year. Additional activities associated with the job include assisting with the preparation and review of financial statements, assisting with financial planning activities, participating in annual state audits and the annual budget preparation process and assisting with the supervision of all accounting, budgeting, purchasing, debt management, grant management, payroll and cash management functions. The incumbent is also responsible for reconciling various accounts, coordinating insurance reporting requirements, overseeing and assisting with the preparation of 1099's and other financial reports and assisting with grant funded programs and initiatives. Job responsibilities require thorough experience in accounting and finance (preferably in a governmental setting), strong organizational, interpersonal and decision making skills, dedicated attention to detail and thorough 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 and accounting 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 ensuring that financial systems are established and operated in accordance with sound accounting practices and are in compliance with all applicable federal, state and local laws rules and regulations.
- Makes recommendations concerning accounting systems and financial policies and procedures for county government operations.
- Assists with the implementation and maintenance of the policies and decisions of the Budget Committee and the Maury County Financial Management Board.
- Assists with maintaining an accounting, budgeting, purchasing, debt management, grant management, payroll and cash management system for the county.
- Assists with maintaining records of all capital assets supplied by department heads and elected officials in accordance with generally accepted governmental accounting principles.
- Assists with the coordination of a five year plan for capital outlay expenditures as submitted by the county mayor, chairman of the school board and chief administrative officer of the county highway

department as updated annually.

- Assists with the receipt of annual budget requests from various departments, offices and the school system and assembles a consolidated budget for all funds.
- Assists with confirming sources of funding for all amendments to the annual budget.
- Assists with the oversight of all financial transactions including accounts receivable, accounts payable, billing, general ledger, payroll, county revenues, etc. and ensures the proper maintenance of all related records.
- Assists with forecasting departmental program expenditures based upon current expenses and projections and making adjustments in operating budgets and submits requests for amendments to the proper authorities.
- Analyzes financial information and prepares reports and financial statements.
- Reviews expenditures and revenue postings to ensure proper coding and availability of funds and balances cash accounts with the County Trustee.
- Assists with preparing distribution warrants to vendors drawn on County Funds and signing all County Warrants.
- Assists with making accrual entries and journal entries to correct coding mistakes.
- Distributes monthly financial reports to elected officials and department heads.
- Assists with setting up and maintaining accounts to properly record the county budget and classifying all expenditures.
- Assists with closing out the books at year end and printing and distributing month end and year end reports.
- Supervises the activities of departmental staff and ensures the accuracy, thoroughness and timeliness of all accounting and related transactions in the absence of the Finance Director.
- Assists with recording all encumbrances, and approving expenditures and other charges.
- Assists with the preparation of a comprehensive report of all revenues and expenditures and presenting the monthly Budget Report of Accounts to the County Commission.
- Pre-audits the payroll prior to payment and maintains the special payroll account for payroll disbursements.
- Issues receivable warrants for all collections with the exception of taxes and requests the Trustee to issue a receipt for all miscellaneous collections.
- Assists with approving travel expenditures for county employees and preparing credit applications when necessary.
- Assists with drafting and presenting budget resolutions and documents to the Financial Management Board, 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, prepares all documents required for each meeting and formulates budgets for approximately twenty major categories in the general fund.
- Interacts with non-profit agencies requesting financial assistance from the county.
- Assists with the preparation required for insurance renewals, including property, liability, worker's compensation, automobile, etc.
- Assists with the preparation of any reports required by various agencies including Medicare, Social

Security, Worker's Compensation, etc.

-Assists with the annual audit process by providing requested information, 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 – 34.

-Assists with making recommendations pertaining to potential corrective steps for budget shortfalls.

-Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with a Bachelor's Degree of Science in Business or Public Administration, Accounting or closely related field; thorough experience in accounting and financial administration of a complex nature including supervisory responsibilities; thorough experience managing multiple financial accounts and performing advanced accounting transactions including forecasts, depreciation, amortization, etc.; strong 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 all accounting and financial operations for Maury County government as established by the Maury County Financial Management System of 2018.

-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 the functions, structure, and operating policies of Maury County including all elected offices and departments.

-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 effective supervisory techniques and practices including selection, evaluation, motivation and discipline and/or discharge of staff.

-Considerable 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 problems and/or discrepancies.

-Ability to make 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 develop 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.

Physical Requirements

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 40 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions

Maury County Government
FLSA – Exempt (Administrative)
07/05/2019