

Florence County Job Description

Position Title: Finance Director
Department: Finance Office
Reports To: County Clerk/Administrative Coordinator and the Audit, Budget, and Administrative Committee
FLSA Status: Full-Time (40 hours per week)/Exempt
Salary Grade/Level: 1
Reference Rate: \$27.13

Position Summary: Under the County Clerk's statutory authority under Wisconsin Statute 59.47(1) to act as the County Auditor, the Finance Director will report to the County Clerk and direct the keeping of all the accounts of the County in all its offices and departments, and shall keep the books of account necessary to properly perform the duties of the office. This is a key leadership position, providing the County with financial & accounting expertise and oversight of all financial processes and internal control procedures.

The Finance Director is responsible to the Audit, Budget and Administrative Committee and the County Board for leading the following areas: Financial Reporting; Annual Audit of Financial Statements; Annual Budget Process; Long-term Financial Planning & Borrowing; Internal Audit; Uniform Grant Guidance compliance; and Payroll & Accounting.

The Finance Director supports the Administrative Coordinator by contributing to the following areas: Risk Management; Human Resource Processes; and Compensation & Benefit Administration.

Fulfilling the responsibilities of this position in a small county such as Florence County requires professional expertise and skill, the ability to balance strategic tasks with hands-on work, and the soft skills needed to build trust and work cooperatively with other departments. With the exception of the Payroll Accountant position, most persons performing financial functions will be working in other departments and not reporting directly to the Finance Director.

Essential Functions:

Accounting and Financial Reporting

1. Maintain a dependable, computerized accounting system to meet all processing and reporting needs of the County. Recommend improvements to optimize efficiency without compromising internal controls or exceeding budget limitations.
2. Perform or oversee regular account reconciliations to ensure accuracy of financial information and to detect errors or irregularities.
3. Oversee or prepare monthly Bill List for presentation to the Audit, Budget, and Administrative Committee (ABC).
4. Review payment vouchers and oversee check preparation process to ensure sound internal controls in place.
5. Prepare or oversee quarterly sales tax report to state of Wisconsin.
6. Monitor payments to independent contractors and secure W-9 reports to obtain tax identification numbers.
7. Review or prepare monthly Journal Entries to ensure interim financial statements are accurate.
8. Present monthly reports to the ABC.
9. Coordinate the annual audit by the audit firm selected by the ABC.
10. Liaise between departments and the auditors to ensure compliance with all relevant governmental accounting standards. Implement changes in accounting procedure and reporting where deemed necessary and approved by ABC. This may include changes to fund and account structures.
11. Comply with state and federal reporting requirements.
12. Work with the Highway and Human Services departments to integrate their systems with the County General accounting system:

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- a. Highway Dept. – Review journal entries, disbursement checks, and monthly reports.
- b. Human Services – Review journal entries, disbursement checks, grant reimbursement requests.

Planning and Control

1. Coordinate an annual update to the Capital Improvement Plan (CIP), a long-range plan that identifies and prioritizes large, capital projects. Work toward integration of the CIP with the annual operating budget and with potential issuance of new debt.
2. Coordinate the annual budget process, establishing guidelines and setting expectations for budget proposals. Encourage a cooperative approach by all Administrators to present a responsible budget to the Audit, Budget, and Administrative Committee (ABC) that balances investments in our community with fiscal responsibility.
3. Identify opportunities to improve the budget process.
4. Provide ABC with regular updates on the annual budget process, with observations and recommendations for meetings with select departments.
5. Prepare Levy Limit and Apportionment reports for Towns/State after the budget process is complete.
6. Prepare financial analysis such as long-range Cash Flow Projections for the Tax Incremental District (TID). Make recommendations for the best use of funds, such as the loan of funds from the General Fund to the TID.
7. Lead the County's efforts to comply with the standards known as Uniform Grant Guidance, including:
 - a. Develop and implement UGG policies and procedures.
 - b. Review and file financial reports issued by all grant-funded departments.
 - c. Oversee the process for Board approval of new grant applications.
 - d. Oversee the accounting entries needed to accurately recognize grant revenues earned and deferred.
 - e. Oversee the preparation of year-end audit schedules of expenditures on federal and state awards.
 - f. Develop financial policies & procedures that provide sound internal controls to limit the risk of inaccurate reporting, errors, and fraud.

Payroll & Benefit Administration

1. Oversee the work of the Payroll Accountant and serve as the back-up in case of absence for processing bi-weekly payroll for all employees and the monthly per diem payroll for board/committee members
 - a. Ensure compliance with Pay Voucher policies and other procedures.
 - b. Monitor employee deductions and benefit charges to departments for group insurance programs. Reconcile accounts periodically.
 - c. Process payments related to payroll tax and other payroll deductions.
 - d. Prepare all quarterly State and Federal reports pertaining to payroll
2. Serve as the County's Employer Agent for the Wisconsin Retirement System (WRS). Oversee the work of the Payroll Accountant preparing monthly retirement reports, processing WRS payments, reporting on employee changes, monitoring hours worked by non-participants, and balancing year-end WRS reports for credit to each employee's account.
3. Oversee the work of the Payroll Accountant preparing year-end forms: W-2's and 1095-C's to employees and 1099's to contractors.
4. Provide support and make recommendations to the Administrative Coordinator on compensation and benefit matters. Stay current on new developments and requirements such as the Affordable Care Act, changes to insurance products, and approaches to administering time off benefits.
5. Assist Administrative Coordinator with planning for annual open enrollment meetings.

General Administrative Support

1. Assist Administrative Coordinator in the administration of the Risk Management Program, especially as it relates

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to Workers Compensation and Property & Liability insurance. Assist with evaluation of proposals and quotes as needed. Coordinate the year-end audit of Workers Compensation.

2. Participate as requested in the areas of civil rights compliance, affirmative action, HIPAA compliance, etc.
3. Assist as requested with various office management issues, such as equipment purchases and maintenance, telephone service arrangements, purchase of supplies, etc.
4. Other Duties as assigned.

Supervisory Requirements:

1. Set and monitor goals and work performed by the Payroll Accountant.
2. Provide regular feedback on performance and conduct annual performance review.
3. Participate in self-evaluation and goal setting with the Administrative Coordinate and Home Committee.

Education:

1. Bachelor's degree in Accounting.
2. Minimum 4 years of experience in Auditing or Financial Management.
3. CPA or other relevant designation preferred.

Knowledge, Skills and Abilities:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

1. Ability to apply Generally Accepted Accounting Principles (GAAP).
2. Considerable knowledge of various software including Excel spreadsheets, accounting software, word-processing and email.
3. General understanding of allowable costs as outlined in various program manuals.
4. Ability to deal effectively with the public, cooperate with related agencies and organizations and clearly interpret and apply policies and directives of the Director, the Board, and State.
5. Ability to identify inefficiencies and work toward efficiencies through the use of automated processes.
6. Ability to effectively handle responsibility, take initiative, and adapt well to frequent change.
7. Ability to maintain confidentiality and handle conflict appropriately.
8. Self-starter, have the ability to work independently, and effectively handle responsibility.
9. Possess excellent verbal and written communication skills in order to relate with a wide variety of individuals.
10. Possess excellent organizational and time management skills.
11. Ability to problem solve and identify resources (internal and external) available for assistance.
12. Ability to travel to in-state trainings as required.
13. Must possess a valid Wisconsin driver's license and have access to a reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

Physical and Residency Requirements:

1. Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
2. Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
3. Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.
4. Must live within the state of Wisconsin or move to the state within one year.

Work Environment:

1. Office environment with minimal noise level.
2. Regularly exposed to outside weather conditions.

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Employee Acknowledgement:

I acknowledge that I have received a copy of the Finance Director job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask for clarification from the Administrative Coordinator.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

Signature

Date

Printed Name