

WEBSTER COUNTY JOB DESCRIPTION FOR BUDGET AND FINANCE DIRECTOR

GENERAL

POSITION	REPORTS TO	FLSASTATUS
Budget and Finance Director	Board of Supervisors	Exempt

JOB GOAL

Provides financial guidance to the Webster County Board of Supervisors to compliance with the Code of Iowa. Manages and supervise projects as may be assigned by the Webster County Board of Supervisors to maintain optimum efficiency of financial operations. Conducts research and prepares documents to ensure statutory compliance with County government operating financial procedures and prompt solutions to citizen problems and concerns. Conducts investigation of budget reviews to ensure proper management of funds in the best interest of the taxpayers of Webster County. Provides direction and assistance to departments on financial and budgetary issues. This position is under the direct authority of the Webster County Board of Supervisors.

QUALIFICATIONS

Bachelor's degree in Accounting, Business, Public Administration, Economics, Statistics or related field and three years of experience in budgeting/financial planning/administration. Knowledge of governmental accounting preferred. Must have a valid Iowa Driver's License in the State of Iowa and be insurable under the Webster County guidelines.

PERFORMANCE RESPONSIBILITIES

Essential functions, as defined under the American with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by individuals of this position.

Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Works with stakeholders to develop budget materials and content; communicates with the Board

of Supervisors, elected officials, and departments regarding operation and status of the budget through quarterly reports, budget documents, and presentations.

Operate within the statutory limitations of the Code of Iowa and to provide oversight in the operations in a political environment where some responsibilities are not covered by the Code or are not specific as to their domain.

Maintain up to date knowledge of the Code of Iowa, proposed changes and their effect on the County and elected positions in the County.

Serves as financial advisor to the Board and provides assistance in concern with Board of Supervisors on Webster County's budget and individual departmental budget reviews

Will conduct investigations of budget review or financial management concerns

Provides oversight of the daily operations for the Board of Supervisors relative to County operational and financial business objectives within the Board of Supervisors office

Compiles detailed financial information for the preparation of the County budget, analyzes reports and expenditure growth, trends, and projections, analyzes the effect that changes in revenue/expenditures will have on the budget, prepares the budget document/appropriation amendments, forecasts/monitors department expenditures, and coordinates budget review hearings with the Board of Supervisors.

Presents financial information to the general public by developing content and formatting of material to be provided to the media and presented to the public at budget hearings and specific meetings, acts as a resource to various state committees and departments on topics dealing with County finances

Provides oversight and maintain an advisory role regarding TIF (Tax Increment Financing) activities.

Oversees and completes annual financial statement, including preparation of documents, audit work papers, and related financial controls; works with external auditors.

Develops, maintains, or oversees internal reports from Tyler Technology system for decision making by managers, directors, or other parties.

Submits budget to State DOM; submits budget for peer review through Government Finance Officers Association (GFOA).

Prepares and submits the Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) to GFOA.

Completes detailed budgeting and review of departments, non-departments, and long term debt, position budgeting including benefits, revenue estimation, and equity position, supporting

statistical information, strategic planning, and legal compliance.

Develops and utilizes a variety of graphs, matrices, charts, and related materials to show financial performance, growth, trends, and projections to include various daily, monthly, quarterly, and annual reports.

Conducts internal control evaluation; reviews and posts journal transactions; reviews purchase orders, contracts, and projects; reviews and advises on bank reconciliation issues; monitors; grant review and compliance; assists in determining accounting or reporting objectives.

Maintains a positive public image for the department and County; develops and maintains effective working relationships with County departments, other governments, outside agencies, and the public.

Researches and responds to Board of Supervisors questions; researches and executes Board of Supervisors goals or operational activities and special projects; studies market conditions, legislation, economic conditions, professional developments, policies, and procedures for administration of County objectives.

Identifies and applies for grants and other outside funding opportunities; monitors grant monies; and provides guidelines and technical assistance to other County departments that may wish to apply for grants.

Performs related duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work functions are performed primarily in a climate-controlled office setting. Driving and travel is occasionally required to attend meetings or trainings.

Position is in an indoor office setting and requires frequent use of office equipment such as computers, copies, fax machines, telephones.

Position requires frequent use of hand, fingers, and arm and near vision

Position requires substantial interaction/communication with other employees as well as the general public and department affiliates.

Position requires occasional exposure to stressful situations.

If interested, please go to the Webster County website (<https://www.webstercountyia.gov>) and click on Employment Opportunities to complete online employment application. You can contact Ted Vaughn, Director of Human Resources at 515-570-2137 or Ted.Vaughn@webstercountyia.gov.

