

DIRECTOR OF FINANCE

Position Description:

This position directs and oversees Claiborne County's annual operating and capital budget processes, monitors and reports on financial performance, conducts extensive financial analysis on strategic initiatives, develops long-range financial forecast models and fiscal sustainability strategies and develops, implements and ensures compliance of budget policies and procedures, regulations and standards.

The Finance Director performs the managerial and professional duties involved in overseeing the day-to-day operation in the Finance Department and leads a committed and talented team of budget professionals.

The Finance Department oversees several county functions, including procurement, treasury and management, and budget. Department employees provide financial management, information and business products to the Finance Committee, the Budget Committee, and all office holders, as well as investors and the community to give them confidence in our government and to help them make informed decisions.

Qualifications:

Bachelor of Science Degree with a minimum of 18 quarter hours in accounting; however, the Finance Committee may select a person who does not have the foregoing qualifications if the person has at least two years of acceptable experience in a related position or an equivalent number of related courses (TCA 5-21-106).

Governmental finance experience preferred

Essential Functions:

Direct management of the financial affairs of the county involving state, local, and federal funds and overall day-to-day operations of Finance Department. Assist all office holders with budget development and long range financial planning, coordinate all audit functions with state auditors and budget development for all county funds with monthly review of expenditures for budget amendments as needed.

Responsible for all Payroll, Debt Service Bond payments, Fixed Assets, Escrow Account, Reserve Accounts, and all County Grants, as well as balancing and overseeing all county funds.

In lieu of a purchasing agent, this office must coordinate the Bid Process for items over \$10,000.

This is a listing of the typical duties for the Claiborne County Finance Director but, is not all-inclusive and may include additional duties as determined by the Claiborne County Finance Committee.