

NOTICE

There is a vacancy with the **BAY COUNTY FINANCE DEPARTMENT.**

**JOB TITLE: FINANCE OFFICER (MN15) OR
ASSISTANT FINANCE OFFICER (MN13) (depending on experience)**

**RATE OF PAY: MN15: \$66,456 per year, entry level, progressing to
\$78,915 per year, after 4 years**

**MN13: \$58,282 per year, entry level, progressing to
\$68,058 per year, after 4 years**

GENERAL SUMMARY:

Under the general direction of the County Executive or his designee, responsible for ensuring that a system of accounting is installed and properly kept in all county functions, as well as providing administrative support and direction to other departments regarding fiscal management and financial controls. Oversees staff responsible for accounts payable, general ledger maintenance, purchasing, and contract and grant administration. Directs and assists with preparation of the annual audit and budget. Provides assistance to the County Executive and the Board of Commissioners in developing financial policies for the county. Must have excellent interpersonal and managerial skills.

TYPICAL DUTIES:

1. As a department or division head, is responsible for hiring, training, and assigning work, reviewing and evaluating performance, and dealing with employee relations matters.
2. Supervises and assists in the preparation of the annual budget. Prepares, analyzes and approves budget amendments.
3. Supervises the programs and staff responsible for general ledger, procurement and contracts. Backs up staff in their absence.
4. Ensures that financial systems are maintained in sufficient detail to produce adequate cost, financial and statistical data for management purposes, and to meet statutory requirements.
5. Analyzes and interprets fiscal records and prepares financial statements that reflect the accurate condition of the county. Establishes financial management internal controls to ensure the long-term integrity of the county's finances.
6. Oversees the implementation and use of Generally Accepted Accounting Principles in all financial and accounting processes.
7. Supervises and assists in the preparation of the annual audit report. Serves as a resource and liaison with outside auditors. Coordinates the implementation of system to correct problems identified by the auditors.
8. Acts as liaison to the Board of Commissioners regarding financial policies, procedures, legal limitations regarding financing, anticipated deficits and other related matters.
9. Addresses questions from department heads and elected officials regarding county financial policies and procedures, unique situations, and offers assistance in implementing appropriate courses of action.
10. Functions as Secretary of the "County Pension Board".
11. Manages the County's VEBA and Pension investments.
12. Maintains good relations with other department personnel and elected officials.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Education: Bachelor's Degree in accounting or finance.

Experience: Five years of progressively more responsible governmental accounting experience which included budgeting, auditing, grants, purchasing and general and subsidiary ledgers. Prior supervisory experience required.

Other Requirements: MBA and/or CPA desirable. Valid driver's license required.

Physical/Mental Requirements: Visual acuity to read and proofread documents, print-outs, and use computer/electronic equipment. Hearing acuity to communicate on telephone and in person. Ability to write and evaluate the performance of others. Strong analytical ability. Ability to work under time pressure and handle stress. Mental capacity to use sound judgment, solve problems, and use logic. Must be able to sit, stand, be mobile, and lift up to 15 pounds.

(Listed qualifications are for guidance in filling this position. Any combination of education and experience that provides the necessary knowledge, skills, and abilities will be considered; however, mandatory licensing or certification requirements cannot be waived. Physical/mental requirements may be waived if reasonable accommodations are possible.)

Ability to enter and retrieve information from a computer and be proficient in standard work processing, spreadsheet, and financial information systems.

Working Conditions: Works in office conditions, but is required to travel to all County locations.

Application Deadline: **Wednesday, January 27, 2010.** Application forms are available at: www.baycounty-mi.gov. Interested persons may send a cover letter and resume to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121.

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."