

## BLACK HAWK COUNTY – EOE/AA

Job Description

### Finance Director

**Position #:** 01-09-134-01  
**Job Title:** Finance Director  
**Department:** Board of Supervisors  
**Salary Level:** 275/GS-25  
**FLSA Status:** Exempt

#### **BASIC FUNCTIONS AND RESPONSIBILITIES:**

Professional, administrative position serving as chief budget/financial advisor to the Board of Supervisors and financial liaison between Black Hawk County Departments and the Board of Supervisors. Under general direction of the Board of Supervisors, performs advanced level financial analysis, planning/program evaluation, and management analysis; prepares monitors, analyzes and reports on the County-wide budget; coordinates activities related to the issuance of financing instruments and general obligation bonds; and provides guidance and oversight to the support staff within the Board of Supervisors' office.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Compiles detailed financial information for the preparation of the county budget; analyzes/reports on revenue 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 revenues; coordinates budget review hearings with the Board of Supervisors.
- Coordinates activities of the County's annual audit and prepares the Comprehensive Annual Financial Report (CAFR).
- Prepares, monitors and reports on the operating budgets; manages the non-department budgets including the review of documentation justifying expenditures, expenditure classification, and the monitoring, analysis, and control of non-departmental expenditures.
- Advises the Board of Supervisors, elected officials and appointed department heads regarding financial and budgetary issues; coordinates with the Auditor's Office on budget related issues/activities; and analyzes the effects of proposed actions in regard to long-term planning cost effectiveness.
- 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 special meetings; acts as a resource to various state committees and departments on topics dealing with County finances.
- Provides staff support to the Board of Supervisors in the preparation, research, implementation, and monitoring of current/proposed fiscal policies/procedures; provides information/recommendations on fiscal impact and cost benefit analysis of County activities/procedures; prepares reports and graphic presentations.
- Provides on-going research/financial analysis of occurrences that affect the financial management of the County; monitors legislative, programmatic and policy decisions at the local, State and Federal Level to determine their short-range and long-range impact on the County's financial status.
- Provides multi-year revenue/expenditure forecasts operating/administrative budgets; tracks historical revenue/expenditure statistics to establish database for financial projections; forecasts expenditures based on operational requirement, the county's long-term debt requirement, inflationary trends, and historical patterns; develops a variety of graphs, matrixes, charts and related materials to show revenue and expenditure growth, trends and projections.
- Coordinates the County's debt management activities including analysis of debt capacity, new debt/refunding opportunities, issuance, and compliance with restrictions/bond covenants to ensure bonds maintain their tax-exempt status and financing rates are minimized; works closely with the County's external financial advisors/bond counsel in all phases of activities including preparation of official statements, initial sizing review, preliminary debt service schedules, amortization schedules, contracts and closing activities.
- Participates in the development of the multi-year Capital Improvement Plan; researches and/or recommends long-range capital financing strategies based on complex analysis of current and projected economic/financial trends, capital project needs, and changes in the operating environment.
- 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.
- Researches special problems and represents the County as directed before official bodies and other agencies.
- Provides overall guidance/direction to the Board of Supervisors' office staff.
- Attends meetings and participates on committees and special projects as needed.
- Other duties as assigned.

**SUPERVISION RECEIVED:**

- Supervision is received from the Board of Supervisors

**SUPERVISION EXERCISED:**

- Administrative supervision is exercised over Board of Supervisors' Administrative Aide.

**QUALIFICATIONS:**

- Bachelor's Degree in Finance, Accounting, Public Administration, Economics, Statistics or related area required; Master's Degree and/or CPA preferred.
- At least four years (three years with a Master's Degree) of professional-level experience in budget analysis or financial management required. Debt financing and grant writing experience preferred. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities may be substituted for a Master's Degree.
- Demonstrated job-related experience in a County or City government environment is preferred.
- Knowledge of economic and accounting principles and practices, including Generally Accepted Accounting Principles and Governmental Accounting Principles, financial markets, banking and analysis and reporting of financial data.
- Knowledge of applicable Federal, State and County laws and regulations and internal audit controls.
- Judgment and decision making skills are necessary to consider the relative costs and benefits of potential actions to choose the most appropriate decision.
- Problem solving skills are required in identifying complex problems and reviewing information to develop and evaluate options and recommend practical solutions.
- Project management skills are required to manage, prioritize and implement projects successfully while adhering to strict deadlines.
- Ability to handle moderate to high levels of stress while performing essential job functions.
- Ability to establish and maintain effective working relationships with County Officials, Department Heads and other outside agencies.
- Excellent oral and written communication skills are essential as well as being able to prepare and deliver presentations.
- Must be proficient in computer software applications including Microsoft Office and relevant software related to financial, accounting, and budget development/forecasting utilizations; New World Financial Software experience is preferred.
- Must have a valid Iowa Driver's License in the State of Iowa and be insurable under the County's guidelines.

**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, copiers, fax machines, telephones.
- Position requires frequent use of hand, fingers, arms 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.