

POSITION DESCRIPTION

Title: Director of Finance
Department: Finance & Accounting
Job Analysis: October 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator
Subordinate Staff: Chief Compliance Officer, Accounting Managers
Internal Contacts: County Employees, Department Heads, County Commission, and other Elected Officials
External Contacts: Local, State and Federal agencies, Attorneys, Bankers, Bond Underwriters, Rating Agencies, Actuaries, Auditors, Consultants, Vendors, and the General Public
Status: Classified/Exempt (S322)

Job Summary

The Director of Finance has direct responsibility for all financial and accounting matters of the County relating to all funds administered by the Baldwin County Commission. This position directs the day-to-day operations of the Finance and Accounting Department, provides financial basis and structure to participate in the County budget process, per Alabama Code for Recommended Accounting Procedures, and is responsible for annual audit conducted by the State Examiners.

Job Domains

A. Accounting and Financial

1. Oversees and directs all accounting, payroll, and financial procedures for the County to ensure best practices and compliance with applicable rules, regulations, laws, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and County policies.
2. Supervision of principles and practices of employees, including selection, work planning, organization, performance review and evaluation, employee training, and discipline.

3. Conducts the necessary research and provides support materials to aid the County Commission in making financial decisions.
4. Prepares annual reports for the Commission and other Departments.
5. Primary contact for State Examiner audits assisting the State Examiners during annual audit with requested documentation and implementation of audit recommendations.
6. Develop and implement improved internal controls and financial reporting procedures as necessary.
7. Provides technical leadership in fiscal management for day-to-day accounting and financial operations.
8. Directs the preparation of the annual financial statement, audit reports, notes, and all required schedules in accordance with GASB pronouncements and GAAP.
9. Ensure all invoices are handled and paid in a prescribed, timely, and legal manner.
10. Monitors accounts receivable for timely collection of monies owed the County.
11. Periodically reports the status of County finances as scheduled by County Commission.
12. Responsible for accounting for all receipts and disbursements regarding County funds.
13. Create, maintain, and update County policies and procedures related to Finance and Accounting by the direction of the County Commission.
14. Work directly with local, state, and federal agencies before, during, and after natural disasters.
15. Assists coordinating the operation of debt management and bond sales; including review and monitor debt service requirements and coordinate the bond rating and disclosure and compliance requirements under the Securities Exchange Commission.
16. Responds to public inquiries and provides conflict resolution, leadership, and implements a service focused culture amongst the various operating units.
17. Attends Commission meetings and other official functions as needed.

B. Reports

1. Prepare a variety of reports required by state and federal offices.
2. Responsible for the annual SEFA report.
3. Prepares various reports as directed by the County Commission.
4. Generate reports requested by the State Examiners.

C. Miscellaneous

1. Approves reports and/or processes claims for indigent care program.
2. Sign vehicle and equipment titles when sold.
3. Prepares and implements all special projects as assigned by the County Commission.
4. Maintain all correspondence and records related to accounting in an orderly and accessible manner.

Knowledge, Skills, and Abilities

1. Knowledge of laws, rules, regulations of county government.
2. Skills to utilize fiscal systems and various technology-based applications including various software packages to achieve financial requirements.

3. Skills to communicate effectively and interact with all levels of government and public.
4. Knowledge of the Alabama Code, County policies, County contracts, and resolutions.
5. Fundamental knowledge of accounting principles and standards (fund and accrual accounting) as recommended by federal/state/county agencies.
6. Fundamental knowledge of internal controls and processes for both operational and compliance actions.
7. Skills in interpersonal relationship building and employee coaching/development skills.
8. Demonstrated ability to lead and develop a department and department staff members.
9. Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
10. Skills to understand written instructions, manuals, and correspondence.
11. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel to attend meetings, conferences, workshops, training, and seminars.
2. Willing to work non-standard hours to meet deadlines.

Minimum Qualifications

1. Bachelor's degree in accounting from an accredited college or university.
2. Ten (10) years of progressive, comprehensive accounting experience with a minimum of eight (8) years in a leadership role.
3. Governmental accounting preferred, but not required.
4. This position requires a financial credit background check for the ability to acquire a \$100,000 Public Official Bond.

POSITION DESCRIPTION

Title: Chief Compliance Officer
Department: Finance & Accounting
Job Analysis: 01/1986, 03/2011, 08/2013, 05/2020, 09/2021, 10/2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~Clerk/Treasurer~~ Director of Finance
Subordinate Staff: Accounting Manager, Staff Accountant, and Jr. Staff Accountant
Internal Contacts: County employees and elected officials
External Contacts: Local, State, and Federal agencies
Salary Grade: Classified/Exempt (S320)

Job Summary

This position has responsibility for all fiduciary matters of the County relating to all funds administered by the Baldwin County Commission. Interprets and applies Governmental Accounting Standards to ensure compliance with professional accounting standards and applicable federal and state laws and regulations. Conducts legal research. Directs Accounting employees. Responsible for all audits and inventory. Provides financial basis and structure to participate in the County budget process as per Alabama Code/Recommended Accounting Procedures. Performs internal audits as directed by the ~~Clerk/Treasurer~~ Director of Finance and County Commission.

Job Domains

A. Accounting and Financial

1. Oversee and direct all accounting and financial procedures within the department as per Code of Alabama/Standard of Alabama and professional accounting standards.
2. Prepare requested and annual reports for the Commission and other departments.
3. Monitor daily cash reports and bank balances, and make recommendations to ensure proper cash flow for the county.
4. Monitor all grants and special appropriations.

5. Prepare the annual financial statements as per Code of Alabama.
6. Prepare the annual financial statements (including footnotes and exhibits) as required by the Governmental Accounting Standards Board.
7. Assure all invoices are handled in prescribed and legal manner.
8. Review and approve general ledger processing in Finance and Accounting.
9. Work with CIS for support and upgrade of accounting software.
10. Distribute revenue received to internal and external organizations as required by law or Commission action.
11. General problem solver.
12. Perform legal research - Code of Alabama, Acts of Alabama, Attorney General opinions, and court cases.
13. Responsible for internal and external auditing.
14. Ensure the reconciliation of all bank statements in a timely manner.
15. Responsible for maintaining the fixed asset records for the County.
16. Act as primary liaison to the State Examiners Office in the performance of the annual audit.
17. Maintain all debt service records and schedules.
18. Complete the MD&A (Management Discussion and Analysis) for publication in the annual Audited Financial Statement.
19. Oversee the annual closing process to ensure all necessary adjustments, accruals, and revisions are timely completed.
20. Any other duties as directed by the ~~Clerk/Treasurer~~[Director of Finance](#) and/or County Commission.

B. Reports

1. Prepare reports for the County Commission and ~~Treasurer~~[Director of Finance](#)

C. Miscellaneous

1. Move cash between the various County fund cash accounts to complete the payment of all County obligations.
2. Prepare and implement all special projects as assigned by the County Commission and ~~Clerk/Treasurer~~[Director of Finance](#).
3. Maintain all correspondence and records related to accounting in an orderly and assessable manner.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills and ability to communicate effectively with the office staff, general public, and elected officials.
2. Skills and knowledge to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.

3. Skills and knowledge to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Ability to understand written instructions, manuals, and correspondence.
5. Ability to operate office machines such as calculator, computer terminal and copy machines.
6. Thorough knowledge of basic bookkeeping and advanced accounting principles and procedures as recommended and required by State/County/Federal legislation and professional accounting standards.
7. Knowledge of general office procedures.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Bachelor's degree in Accounting, Finance or related fields.
2. Five (5) years of progressive accounting experience with four (4) years experience in Governmental Accounting desirable or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
3. Experience or training in computerized accounting systems desired.
4. Possess valid driver's license.

POSITION DESCRIPTION

Title: Clerk/Treasurer

Department: Finance & Accounting

Job Analysis: 01/86, 3/97, 5/06, 11/10, 01/2019, 06/19, 09/21, 05/23, 10/24

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Senior Accountants, Staff Accountants

Internal Contacts: County Employees, Director of Finance, Budget Director, County Commission, and other Elected Officials

External Contacts: Attorneys, Bankers, Bond Underwriters, Rating Agencies, Auditors, Consultants, Local, State and Federal agencies, and the General Public

Status: Appointed Contract/Exempt (A/E)

Job Summary

The Clerk/Treasurer serves at the exclusive pleasure of the Baldwin County Commission as an Appointed Contract employee. This position has responsibility for the day-to-day treasury functions including cash management, investment strategies and debt management. The Clerk/Treasurer provides long-term strategic financial direction, especially as a part of the budget process, to meet current and future fiscal needs based on goals set by the County Commission and is an active and contributing member of the organization's senior leadership team.

Job Domains

A. Treasury Management

1. Monitors daily cash reports and makes recommendations to ensure proper cash flow for the County.
2. Monitors investments to ensure compliance with Commission investment policy and strategy and provides current status, activity, and reports to the County Commission as requested.

3. Manage and coordinate the operation of debt management and bond sales; including review and monitor debt service requirements and coordinate the bond rating and disclosure and compliance requirements under the Securities Exchange Commission.
4. Create, maintain, and update County policies and procedures related to cash, investment and debt management under the direction of the County Commission.
5. Periodically prepare and review responses for request for proposals in the areas of banking, investment services and debt issuances with recommendation for the County Commission consideration.
6. Conducts the necessary research and provides support materials to aid the County Commission in making financial decisions.
7. Supervision of principles and practices of employees, including selection, work planning, organization, performance review and evaluation, employee training, and discipline.
8. Responds to public inquiries and provides conflict resolution, leadership, and implements a service focused culture amongst the various operating units.
9. Attends Commission meetings and other official functions as needed.

B. Reports

1. Prepare a variety of reports required by state and federal offices.
2. Prepares various reports as directed by the County Commission.
3. Provide or generate reports requested by the State Examiners.

C. Miscellaneous

1. Coordinate bank and financial signatories as approved by the County Commission.
2. Prepares and implements all special projects as assigned by the County Commission.
3. Maintain all correspondence and records related to treasury functions in an orderly and accessible manner.

Knowledge, Skills, and Abilities

1. Knowledge of laws, rules, regulations of county government.
2. Skills to effectively plan, implement and monitor cash management, investment programs and debt strategies.
3. Skills to communicate effectively and interact with all levels of government and public.
4. Knowledge of the Alabama Code, County policies, County contracts, and resolutions.
5. Fundamental knowledge of internal controls and processes for both operational and compliance actions.
6. Skills in interpersonal relationship building and employee coaching/development skills.
7. Demonstrated ability to lead and develop a department and department staff members.
8. Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
9. Skills to understand written instructions, manuals, and correspondence.
10. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel to attend meetings, conferences, workshops, training, and seminars.
2. Willing to work non-standard hours to meet deadlines.

Minimum Qualifications

1. Bachelor's degree in business, preferably in accounting or finance, from an accredited college or university.
2. Five (5) years of progressive, comprehensive treasury function experience with a minimum of two (2) years in a leadership role.
3. This position requires a financial credit background check for the ability to acquire a \$100,000 Public Official Bond.