



# Grand County

## Job Description

<b>Title:</b>	Finance Officer	<b>Job Code:</b>	1514
<b>Division:</b>	Administration	<b>Effective Date:</b>	8/2023
<b>Department:</b>	Clerk/Auditor	<b>Last Revised:</b>	8/2023

### **GENERAL PURPOSE**

The Finance Officer serves under the Grand County Clerk/ Auditor and is responsible for the oversight, management, and coordination of financial activities within Grand County. This role entails the preparation, analysis, and presentation of budgets, financial statements, and performance data, ensuring compliance with budgeting, accounting, and reporting regulations. The Finance Officer collaborates closely with department heads, governing bodies, and relevant stakeholders to facilitate informed decision-making, prudent resource allocation, and effective financial planning.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Elected Clerk/ Auditor

### **SUPERVISION EXERCISED**

Provides close and general collaboration with Department Heads and Elected Officials to complete budgeting and compliance duties.

### **ESSENTIAL FUNCTIONS**

- Develops, coordinates, and supervises all phases of County performance-based budgeting programs, while still assuring conformity with any funding agency requirements.
- Recommends and implements goals, objectives, policies, and procedures regarding all budgetary services and activities.
- Administers long range financial planning and provides financial forecasting and updates
- Monitors actual expenditures and revenues against their allocated budgets and informs the Clerk/ Auditor of available corrective actions when potential overruns or excesses arise
- Serves as the County Financial Officer as designated by the County Clerk/ Auditor.
- Coordinates the administration of grants and contracts with Department Heads, the Clerk/Auditor, and other Elected Officials
- Oversees capital project budgeting in coordination with Department Heads and Elected Officials
- Ensures compliance with the Federal, State and County purchasing and other financial policies.
- Prepares and presents annual financial reports to the governing body within specified timeframes.
- Generates financial reports and statements as requested.
- Collaborate with Clerk/ Auditor to compile financial documents, statements and reports for internal and external audit purposes.
- Ensure adherence to applicable accounting standards, legal requirements, and regulatory guidelines.
- Provide explanations, descriptions, and justifications for budget, including major changes in financial policies.
- Coordinate public hearings and provide notifications for budget presentations

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. Graduation from college with bachelor's degree in public administration, political science, business administration, finance, or a closely related field;
  - OR
  - B. Six (6) years of experience performing above or related duties;
  - OR
  - B. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge** of audit principles, methodologies, and procedures; financial analysis and forecasting; external audit regulations and standards; accounting principles (GAAP/IFRS) and financial reporting practices; legal and regulatory frameworks governing financial operations; risk assessment and management practices; internal control mechanisms; budget preparation and analysis; and grant management and compliance.

**Working knowledge** of data analysis tools, financial software, and spreadsheet applications used in conducting audits; computer technologies influencing the future of audit processes; and information systems relevant to financial reporting.

**Considerable skill** in conducting comprehensive financial assessments; preparing detailed audit reports; policy development and implementation related to financial operations; risk mitigation strategies; and grant management and strategic planning.

**Ability to** interpret and apply complex audit regulations, standards, and guidelines; lead and manage audit processes; coordinate cross-functional collaboration among departments and external auditors; develop and implement financial policies and procedures; analyze and resolve intricate financial issues; maintain impartiality and integrity in audit matters; cultivate productive relationships with internal teams, external auditors, and stakeholders; communicate effectively, both verbally and in writing; utilize computer software for financial analysis and reporting; and operate within a technologically advanced communications environment.

3. Special Qualifications:

Professional Certification such as a CPA (Certified Public Accountant) is preferred.

Must be bondable

Must pass post-employment offer physical, drug test and background examination.

Must complete a 12-month orientation/introductory period.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasional minor lifting generally not to exceed 25 lbs. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic daytime and overnight travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description.

Date \_\_\_\_\_

(Employee)