

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Finance Officer (+ duty of Clerk) **Department:** Clerk/Administrator
Reports to: County Board (F+P Committee) **Pay Grade:** Salary (By Resolution)
Date: June 16, 2021 **Hours Per Week:** as needed/available

PURPOSE OF POSITION

The Finance Officer is responsible for performing technical work with accounting services in accordance with Wisconsin Statute 59.23. This position helps provide guidance, direction and support to the administrator, treasurer, accounting supervisor and county board regarding the financial management and practices of the County. This position assists with structuring financial programs, budgets and establishing reporting mechanisms to comply with funding source regulations. The Finance Officer identifies potential problems, formulates solutions and makes recommendations to the County Administrator and County Board regarding County finances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the administrator, accounting supervisor and departments with creating, updating, and coordinating the implementation of financial: policy, procedures, reporting and accounting methods; monthly and periodic reconciliation of account and financial statement balances, and budget management with the County Administrator.
- Reviews and evaluates County's general ledger configuration, accounts receivable and payable practices and disbursements and makes recommendations to the County Administrator and County Board for improvements of changes in accounting methods and systems in order to conform to reporting and auditing standards as required by rules or law and the General Accounting Standards Board (GASB)
- Assist in pre-auditing of bills and other county expenditures.
- Assists the administrator and accounting supervisor with pre-audit support schedules for annual review by the independent auditor to reduce the time and cost of the annual audit. Work with and respond to the auditors while they are conducting the audit.
- Reviews opening and closing of the County books of account, and reconciling closing balances to the budgetary financial statements for the year.
- Assist the County Administrator, Finance and Personnel Committee and the County Board in preparing statistical data in support of financial goals.
- Assist the County Administrator, Finance and Personnel Committee and the County Board in developing bonding projects.
- Responsible to plan, organize and assist the County Administrator in preparation and adoption of annual budget.

- Confer with the County Administrator and the Employee Relations Department on the fiscal impact of proposals regarding wages and benefits and provide costing information with proposals for labor negotiations.
- Audits grant reports and schedules for a variety of programs. Oversee and monitor grant requests and reports prepared by County departments.
- Conducts financial training of county staff on budgeting, purchasing, accounting and reporting procedures and internal controls pertaining thereto.
- Participates in employee interviews and trains new employees.
- May be required to perform backup to Accounting Supervisor, Payroll & Benefits Specialist and accounts payable duties.
- Performs other necessary duties as required to include assisting with election functions as directed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree from accredited college or university in Accounting or Business Administration with three years accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Preference for a 2-year or 4-year degree in Accounting or Government/Business Finance
- Preference for knowledge of working with an IBM I-Series, AS400 system
- Preference for registration as a certified public accountant
- Must be proficient with Microsoft Word and Excel

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to use advisory data and information such as financial statements, census
- Ability to use advisory data and information such as financial statements, census

reports, State EEO report, minutes, County resolutions and ordinances, computer software operating manuals, resolutions and ordinances, computer software operating manuals, procedures, guidelines, non-routine correspondence and laws.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to run and evaluate financial forecasting formulas

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisors Signature

Date