

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Finance Administrator	<u>CLASS NUMBER:</u> 60303	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> 051211
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (051200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Finance Administrator classification is to oversee the accounting activities to include reporting, cash management activities, accounts payable, subsidized daycare, payroll activities, audit facilitation, fiscal contract monitoring, and cost allocation program and to supervise assigned fiscal staff.

JOB DUTIES:

Manage the day-to-day budgetary and fiscal operations. Prepare funding allocations and budget appropriations for submission. Prepare analytical reports, recovery projections, and personal forecasting. Prepare components of the agency year-end report and fiscal analyses using general accepted accounting principles for inclusion into the county CAFR. Create vouchers for drawing down funds through Housing and Urban Development. Reconcile agency expenditures and cash draws to minimize cash on hand and interest owed to the federal government. Monitor daily fund balance in the agency funds. Review existing programs, policies, procedures and processes. Develop policies and procedures for monitoring accounting principles. Prepare policies and reports or papers to implement new standards concerning fiscal or budgetary matters and/or problems.

Responsible for financial activities related to the payment of providers for contacted services. Assist in preparing funding studies and correspondence related to departmental operations and sub-grantee operations (e.g., auditing, month/quarterly reports, etc.). Coordinate fiscal accountability of grand funds that are provided by Housing and Urban Development to sub-recipients. Provide information on historical trends and comparisons of external service providers' pertaining to cash flows.

Review purchase order requests; financial reporting and agency expenditures through finance computer system and state and local reporting systems. Perform monthly reconciliations between various systems. Process agency payroll.

Advise management on fiscal/budgetary matters, procedures and/or problems. Review monthly reports, summarize payment activity for year-end reporting, and oversee process to record mortgage deeds. Assure compliance and implements internal policies and procedures related to state and federal laws, rules and regulations related to finances for the various programs administered. Participate in strategic discussions and decisions on allocation of resources and agency activities. Act as the chief point of contact for the department regarding fiscal or accountings issues, contract monitoring, and compliance issues.

Monitor federal, state, and local legislation for potential financial/program impacts. Review and comment on pending procedural, regulatory, and legislative proposals and changes. Review receipt of revenue bond monitoring fees distribution annually. Prepare information required to bill for geographical information system map requests. Participate in compiling and reviewing data for the agency's annual budget process. Assist with annual state single audit performed by the State Auditor and the preparation of county's annual CAFR reports. Prepare special reports. Assist with new initiatives and projects that affect agency finances and determines related financial impact. Prepare records for maintaining fixed assets and inventory schedules. Prepare annual interest calculations for federal funding received. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; accounting; public relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; understand manuals and verbal instructions; prepare meaningful, concise and accurate reports; gather, collate and

classify information about data, people or things; handle sensitive inquiries from and contacts with officials and other staff.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in accounting, business, or public administration with three (3) years of accounting, business, or public administration experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date