

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

<u>CLASSIFICATION TITLE:</u> Assistant Director, CFO	<u>CLASS NUMBER:</u> 90016	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N24	<u>POSITION CONTROL #:</u> 100400
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (100100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Assistant 100401 Administrative Officer (100402)		
Deputy Director, Finance (100440)		

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

JOB DUTIES:

Plan, develop, organize and administer the financial policies and programs for the agency. Supervise subordinate supervisory personnel in charge of accounts payable, appropriation and revenue control and appropriation accounting. Design special accounting systems and procedures as needed. Develop and administer a uniform budget policy and program to accommodate multiple funding sources and administers all budgets from various appropriations and grants.

Serve as liaison on fiscal policies and programs with federal departments, state departments, local government and the private sector. Represent the Agency and offers testimony at hearings, prepare and give presentations at meeting of fiscal officers, agency staff and other interested parties. Direct and supervise personnel in budgeting, cash management, cost accounting, financial analysis, general accounting, program disbursements, food stamp audits, state and federal audits, sub-recipient monitoring, general assistance, purchasing, agency wide facilities management, mailroom operations, and fleet management. Supervise selection, orientation and training programs, of staff. Provide direction and guidance with respect to budgetary and program policies and procedures.

Interpret federal, state and local legislation and regulation. Identify and submits problems to the director for policy determination. Advise administrative staff regarding pending or proposed legislation, program and fiscal policies and procedures. Analyze and interprets financial data, programs, and fiscal activities to ensure funds are not exceeded. Supervise collection of data, prepares and submits reports showing agency fiscal position. Supervise the preparation of summaries of federal special revenue funds, cash resources account, appropriation items, records of monthly transactions, disbursements and expenses and balances of each fund or special account. Maintain operations to ensure compliance with fiscal policies and accounting principles. 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; supervision; human relations; agency policy and procedures; government structure and process. Skills in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; maintain accurate records; prepare meaningful, concise and accurate records; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in business, accounting, finance, or related field with seven (7) years of budget, accounting, finance, or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

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