

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Finance	<u>CLASS NUMBER:</u> 90006.2	<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> N20	<u>POSITION CONTROL #:</u> 100440
<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> Assistant Director, CFO (100400)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Finance Administrator (100410) (100470) Department Auditor (100420) Payroll Supervisor (100430)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Plan, develop, organize and administer the financial policies and programs for the agency. Direct and supervises agency fiscal operations including financial analysis, financial reporting, budgeting, appropriation and revenue control, appropriation accounting, cash management, cost accounting, general accounting, procurement, accounts payable, accounts receivable, payroll, random moment sampling, state and federal audits, vendor and sub recipient audits/monitoring reviews, asset management, and general financial assistance. Responsible for recruitment, selection, assignment, orientation and training of staff. Responsible for handling routine personnel matters, interviews and recommendations of applicants for vacant positions. Complete performance evaluations, establish performance goals, and make assignments of personnel duties and responsibilities. Design accounting systems, financial tracking, financial reporting and procedures as needed.

Develop and administer a uniform budget policy and program to accommodate multiple funding sources. Administer all budgets and develop financial plans and strategies of various appropriations, allocations, and grants. Analyze and interpret financial data, programs, and fiscal activities to ensure funds are not exceeded. Supervise collection of data and preparation of summaries of federal, state and county funds, appropriations, monthly transactions, disbursements, and expenditures. Analyze reconciliation of cash account and balances of each fund or special account. Prepare and submit financial reports to the State, Assistant Director/CFO and agency/county executives.

Interpret federal, state and local legislation and regulation. Identify and submit problems to the Assistant Director/CFO for policy determination. Advise Assistant Director/CFO regarding pending or proposed legislation, program and fiscal policies and procedures. Supervise audits/monitoring reviews of vendors and sub recipients. Review monitoring reports and recommendations. Responsible for state and federal audit inquiries, data collection, and responses. Maintain operations to ensure compliance with fiscal policies and accounting principles.

Serve as liaison on fiscal policies and programs with federal departments, state departments, local government and the private sector. Prepare and give presentations to fiscal officers, agency staff and other interested parties. Represent the Agency on financial matters in the absence of Assistant Director/CFO. 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; bookkeeping; accounting; management; work force planning; employee training and development; supervision; public relations; agency policy and procedures; government structure and process; law. Skill in word-processing; equipment operation. Ability to interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; use geometry and trigonometry; screen mail; originate routine business letters reflecting standard procedures; interview job applicants effectively; prepare meaningful, concise and accurate reports; 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:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business,

accounting, finance, or related field with seven (7) years of budget, accounting, finance, or related experience.

Additional Requirements

Must meet background check requirements.

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, and to act on employee problems.

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