

PIERCE COUNTY BOARD OF COMMISSIONERS



Job Title	Finance Director
Department	Board of Commissioners
Hours	Monday – Friday, 8:00am – 5:00pm
Classification	Full-time, Exempt
Reports to	County Manager
Hiring Range	\$51,950 - \$62,000

POSITION SUMMARY

The Finance Director will oversee financial operations to ensure effective, efficient, and accurate operations for the Pierce County Board of Commissioners. Specific responsibilities include provision of accounting, financial services, internal audits, purchasing, and budget management.

MAJOR DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Oversees, directs, and participates in major financial activities the County, including finance, investment and cash management, budget, and accounting.
- Participates in the development and administration of annual operating budgets; prepares revenue forecasts to inform decision-making; monitors expenditures to ensure cost-effective utilization of funding; integrates the need for additional funds for staffing, equipment, materials, and supplies; directs and implement adjustments.
- Oversees the operation of the accounting system via the chart of accounts and the development and review of accounting procedures.
- Process bi-weekly payroll.
- Reconciles balance sheets, general ledger, cash, payroll accounts and supporting journal entries.
- Supervises and trains the activities of the purchasing clerk.

- Negotiates contracts and agreements; coordinates with departments to determine County needs and requirements for contractual services.
- Administers the government procurement function via policy and analysis.
- Advises the Board of Commissioners and County Manager on financial issues; develops ordinances and policies for County-wide implementation.
- Oversees the operation of the internal auditing system.
- Assists external auditors by responding to inquiries in a timely manner and providing necessary documents and information.

MINIMUM QUALIFICATIONS

Minimum of three years of experience in a professional accounting position.

Possession of a Bachelors Degree in Accounting, Finance, or related field. Preference will be given to applicants who are Certified Professional Accountants.

Fluency in Microsoft Office, with a focus on Microsoft Excel and spreadsheets.

Possession of a valid Georgia Driver's license.