



JOB DESCRIPTION LAKE COUNTY GOVERNMENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

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| JOB TITLE: | Finance Manager |
| DEPARTMENT: | Finance |
| SUPERVISOR TITLE: | Board of County Commissioners |
| SALARY RANGE: | \$50,000-\$55,000 |

FUNCTION OR PURPOSE OF THIS POSITION:

Provides accounting and grant administration services to all of the various County departments and offices, including but not limited to Human Services, Public Health, Emergency Management, Sheriff's, Public Works, Library, Lake County Build A Generation, Treasurer's Office, Clerk & Recorder's Office, Maintenance, Building and Land Use and Lake County Board of County Commissioners. Works with County Auditor to reconcile and close out and file monthly, quarterly and annual general fund accounts, and consultants to perform open enrollment for insurance functions.

ESSENTIAL FUNCTIONS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Job duties generally fall within three areas of responsibility- County Budget, Finance, and Grants Administration.
- Works directly with Department Directors in the development of their annual budget; codes revenues and expenses to correct general fund accounts; submits reimbursement requests to State and Federal agencies and reconciles reports with County's general fund; tracks all department and grant budgets; works with various department Directors to assure grant oversight is in accordance with State and Federal requirements; codes cash receipts and vouchers; tracks State allocations and RMS expenditures; reconciles cash with treasurer.
- Prepares monthly/quarterly financial reports and other financial analyses as needed. Completes an analytical review of various programs, creates financial statements and reports all material variances to the Commissioners. Prepares general fund journal entries.
- Administers various State and Federal grants; prepares documentation necessary for audit purposes and to ensure compliance with grant provisions; prepares reimbursement requests for payment of program expenditures; reconciles subsidiary records to general fund and to State and Federal reports.
- Prepares annual Indirect Cost Rate proposal. Provides training workshops and conducts technical consultations for individual employees and departments as needed, often including information on policies and procedures, etc.
- Is responsible for assisting Commissioners with the annual County budget as directed by the County Budget Officer; creates and distributes monthly budget reports necessary for

- departments of responsibility (meeting with department directors monthly;) prepares annual budget requests; collects and reviews departmental budget submittals for accuracy and completeness in accordance with specified deadlines; maintains all budget information for the assigned County Departments and Offices throughout the budget process. Assists in the distribution to the public and County personnel.
- Analyzes departmental programs, projects and activities as they pertain to efficient utilization of resources and materials; prepares reports and recommends corrective measures.
 - Assists departments with Requests for Proposals and Request for Qualifications for all assets or expenditures greater than \$5,000.
 - Maintains the fixed asset logs for all county property.
 - Ensures efficient and effective financial and cash management of the County's various funds. Develops and implements internal financial controls.
 - Policy development and policy maintenance for Finance Department.
 - Manage the day to day operation of the department with consideration of the strategic vision of Lake County.
 - Assists in the preparation for the annual audit; prepares various general fund account analyses as assigned; answers questions from auditors and provides additional information and documentation as requested.
 - Oversees the process and distribute of bi-weekly payroll for approximately 175 County employees.
 - Oversees the processes of garnishment, accounts payable, federal and state taxes, retirement contribution submissions and processing of forfeitures.
 - Health Insurance billing reconciliations.
 - Effectively manages all facets of the property and casualty claims management process.
 - Inmate medical renewal.

ADDITIONAL JOB FUNCTIONS: Performs other related work as required and directed by the Lake County Board of County Commissioners.

PERIPHERAL DUTIES

- Composes, types and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy and completeness. Provides back-up to other related positions. Serves as the first point of contact for Finance Department assistance for County Employees.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Finance Manager should have a certain knowledge base of the following or be able to acquire the knowledge in order to be able to carry out the following:

Necessary Knowledge, Skills and Abilities:

- Working knowledge of modern governmental accounting theory, principles, and practices.
- Working knowledge of internal control procedures and computerized financial applications.
- Knowledge of public finance and fiscal planning; knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to understand and remain current with ACA, FLSA, FMLA, and EEOC reporting requirements. General working knowledge of labor relations in a public setting.

- Demonstrated use of computer technology, including demonstrated ability to work effectively with financial database such as ACS, Microsoft Office programs including Excel, PowerPoint, Publisher, Word and Outlook; demonstrated ability to conduct internet research;
- Good verbal and written communication skills, including demonstrated accuracy with spelling and punctuation.
- Ability to operate common office equipment including computers, multi-line phones, copiers, and fax machines.
- Ability to work with confidential and sensitive information.
- Ability to prioritize and work effectively when given multiple tasks to coordinate.
- Ability to work under pressure and/or frequent interruptions.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and
- Minimum of three (3) years of progressively responsible governmental accounting or finance work, or
- Any equivalent combination of education and experience.
- Membership in relevant professional associations a plus.
- The ideal candidate will be a strategic and forward-thinking collaborative leader with the ability to effectively communicate complex financial information to a wide variety of audiences.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear for extended periods of time. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Conditions: Duties are primarily performed within an indoor environment. May be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment or public service desk serving a diverse clientele.

TO APPLY:

- Please send a cover letter, resume, and three references to wsmith@co.lake.co.us or to Lake County Government C/O Whitney Smythe-Smith 505 Harrison Avenue., P.O. BOX 964, Leadville, CO. 80461
- Additional question can be directed to the above email.

CLOSING DATE: Posted Until Filled

* Specifications are intended to present a description of the range of duties performed by employees. Specifications are NOT intended to reflect all the possible duties that could be performed within this job.

* All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.