

FAIRFIELD COUNTY

**JOB TITLE: Comptroller
FINANCE
1012**

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for establishing and administering Fairfield County's financial operations in areas such as budget preparation, budget planning and control, accounting, grant administration, etc. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Confers with top management concerning budgetary goals regarding funding levels and sources to include cash flow analysis.

Creates and/or maintains a successful County budget system based on accepted government accounting principles and practices. Forms analyses of present and future budgetary and cash flow concerns. Advises program managers of budget irregularities and initiates remedial actions. Prepares and publishes the annual budget.

Acts as principle financial advisor to the Administrator and County Council and accounts for expenditures approved by the annual budget.

Is responsible for administering all financial policies, transactions, and activities as approved by the County Council. Reviews and acts on all issues which impact financial, cash flow, and other operations as requested by the County Administrator.

Is responsible for formulating and supervising all accounting/data processing methods, procedures, forms, and records. Formulates and implements internal control procedures. Establishes policies and procedures in accordance with GAAP and statutory requirements and accepted accounting practices.

Establishes, monitors, analyzes, and reviews all accounts receivables to include landfill fees,

photocopy charges, lodging of city prisoners, etc.

Writes and maintains the accounting policies and procedures manual.

Assigns and controls the usage of proper account numbers for a Chart of Accounts for various funds.

Is responsible for grant administration for the County.

Assists the County Treasurer with reconciling the General Ledger when needed.

Computes required millage for all funds of the County Government.

Responsible for all grant programatics and accounting.

Maintains computer financial management master files and prepares statistical and debt services analyses.

Evaluates ongoing and future program services and financial software.

Directs and oversees the work of professional and clerical employees engaged in administering the County's financial systems. Performs such supervisory duties as instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending the selection of new employees; and recommending transfers, promotions, disciplinary actions, discharges, and salary increases.

Serves as liaison for County financial audits conducted by independent CPA firms, state offices, federal offices, the Employment Security Commission, the Internal Revenue Service, Equifax, FEMA, etc.

Communicates and interfaces with a variety of groups and individuals including County Administrator, bankers, state agency heads, grantors, grantees, vendors, Treasurer, judges, other County employees, etc.

Oversees the quarterly preparation of federal reports submitted to federal authorities. Is responsible for the preparation of monthly and special financial reports. Prepares the annual financial statement as required by the State of South Carolina. Prepares adjusting entries as necessary.

Utilizes calculator, computer, accountant's supplies, and general office supplies.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in financial management, accounting, or related field and five to ten years of experience in the financial management/accounting field, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriter, computer, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and/or assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as personnel reports, financial reports, budget reports, policies/procedures manuals, financial analyses, statistical graphs, flow charts, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with County Administrator, subordinates, other County personnel, elected officials, attorneys, consultants, vendors, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Has the ability to deal with several abstract and concrete variables. Requires the ability to apply rational systems such as legal systems relative to grant contracts, accounting, and personnel, in order to solve problems and deal with a

variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; determine time and weight; utilize algebraic principles; and apply statistical inferences.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency and high stress when facing deadlines and/or highly sensitive issues.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of Federal, State and local laws concerning public financial administration. Has knowledge of computer systems and programs and their application in the accounting and finance fields. Has extensive knowledge of accounting and budgetary methods. Has the ability to plan, coordinate and implement various long-range projects as well as day-to-day short-range activities. Is able to supervise a technical and clerical staff engaged in complex accounting and financial duties. Has the ability to organize and analyze data. Is capable of formulating and installing accounting methods, procedures, forms, and records. Is skilled in preparing financial reports and in supervising the preparation of audit schedules for annual audit. Has the ability to complete budget and financial reports within the required time frame. Is able to organize and direct activities to ensure budgetary compliance in all county departments. Is able to establish and maintain effective working relationships with county management, other department

heads, council members, federal/state/local officials, vendors, private attorneys, and members of the public who have contact with departments. Is able to interpret and apply relatively complex financial policies and procedures, and is able to plan, implement, and evaluate the effectiveness of office staff and operating procedures. Has superior writing and speaking skills. Has the ability to apply independent judgment in routine as well as unstable or risky situations. Has the ability to work under stressful conditions caused by tight deadlines, heavy workloads, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and

County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff as well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with the Administrator and the Personnel Department to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their

performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.