

## FAIRFIELD COUNTY, SOUTH CAROLINA

JOB TITLE: DEPUTY COMPTROLLER  
FINANCEGENERAL STATEMENT OF JOB

Under limited supervision, oversees the accounting and financial operations of the Finance Department. Plans, coordinates, implements, and supervises designated activities. Prepares financial statements and reports. Provides recommendations regarding accounting activities. Reports to the Comptroller.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Oversees the accounting and financial operations of the Finance Department; plans, coordinates, implements, and supervises designated activities.

Assists the Comptroller in formulating, interpreting, and enforcing departmental policies and procedures.

Maintains and monitors the general ledger; prepares journal entries; records journal entries and other accounting transactions; balances and verifies general ledger account balances; conducts reconciliations of expenditures in the general ledger.

Assists and oversees activities involving the County budget; completes budget adjustment forms as necessary; reviews budgetary transfers related to over-expending budgets; verifies availability of funds; ensures proper authorization is granted; monitors need of funds for transfer.

Provides assistance in preparing the departmental budget for submission; reviews and evaluates the budget; secures and compiles data and information pertaining to expenditures and allocation of funds.

Provides assistance to external audit firm performing annual County audit.

Provides guidance and assistance to departmental staff; oversees and coordinates work activities and special projects.

Participates in the grants process; assists with filing claims for reimbursement; reconciles claims to the general ledger.

Oversees the petty cash fund for the County; disburses funds when appropriate; receipts fund disbursement; authorizes the use of funds.

Researches and resolves accounting and financial issues as directed.

Interacts and communicates with a variety of groups and individuals to include the immediate supervisor, County manager, department directors, all County employees, and the general public; informs the Finance Director of key issues and situations that may arise pertaining to departmental matters and responsibilities.

Operates and utilizes various office related machinery and equipment to include a computer, printer, calculator, telephone, copier, pager, fax machine and an adding machine.

#### ADDITIONAL JOB FUNCTIONS

May perform duties of the Comptroller in the absence of the same.

Performs other related duties as required.

#### MINIMUM TRAINING AND EXPERIENCE

Requires a bachelors degree in Accounting or Finance with a minimum of three to five years experience in accounting and finance at the supervisory level; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

#### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate basic office equipment including typewriter, computer, copier, calculator, fax machine, and related office equipment. Must be physically able to exert up to twenty-five 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 require walking, standing, reaching, and/or stooping for periods of time. Must be able to lift and/or carry weights of up to twenty-five pounds.

## DEPUTY FINANCE DIRECTOR

**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 receiving of information and instructions from supervisor, and providing guidance and assistance to staff.

**Language Ability:** Requires the ability to read a variety of documents, reports, and other materials; must be able to type and/or prepare various documents and reports using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisors, customers, etc. with poise, voice control, and confidence.

**Intelligence:** Has the ability to apply principles of rational systems to include finance and accounting to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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 and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

**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 equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, 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 levels of stress when confronted with an emergency.

**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 the methods, procedures and policies of the County as they pertain to the performance of the Comptroller. Has considerable knowledge of the functions and interrelationships of County and other governmental agencies. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has extensive knowledge in the areas of accounting and budgetary management. Has the ability to guide and assist in balancing the budget, monitoring budgetary spending, and making adjustments to the budget throughout the year. Understands the activities involved in maintaining the general ledger. Has the ability to perform entries and record information in an accurate manner. Understands the importance of confidentiality in dealing with various departmental issues. Is able to identify and analyze potential financial and budgetary risks to the County and develop effective policies and procedures for reducing or eliminating such risks. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment and discretion in supervising various activities and programs. Has the ability to plan and develop daily, short and long term goals related to County purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of the mathematical ability to handle required calculations. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations. Knows how to react quickly and calmly in emergency situations.

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 interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at 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 account abilities. 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 where appropriate 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 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 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 required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**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.

**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.