



MASON COUNTY CIVIL SERVICE COMMISSION POSITION DESCRIPTION

Title: Finance Manager		Department: Sheriff's Office
Affiliation: Non-Represented		Reports to: Undersheriff
Salary Range: According to current Non-Represented Salary Scale		Supervises/Directs: Financial Assistants
Risk Class: 1501-00	Job Class: 2010	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Civil Service Commission Approval Date: 11/15/2018		Elected Official/Human Resources Approval Date: 11/15/2018

GENERAL DESCRIPTION

An incumbent in this position serves as the Finance Manager under the direction of the Sheriff for all funds within the Sheriff's Office. This position participates in all major program management decisions having fiscal implications.

This position supervises the office fiscal staff and provides financial assistance to managers. This position plans, organizes, supervises, and conducts the account, budgeting and personnel/payroll business activities for funds having a variety of complex requirements by such factors as diversity of accounts, federal, and other grant reimbursable funding.

ESSENTIAL JOB FUNCTIONS (any one position may not include all duties listed, nor do the examples include all tasks that may be performed in positions of this class.)

Develops and directs day-to-day fiscal operations and policies, establishing and improving procedures, forms, and systems within the framework of the budgeting, accounting and reporting system for counties as required by the Division of Municipal Corporations of the State Auditor's Office.

Initiates, develops and prepares required periodic and routine fiscal reports, financial reconciliations and management analysis reports. Provides financial management guidance to staff for long-term cyclical requirements, and determines staffing requirements for special fiscal projects.

Prepares the comprehensive annual financial reports for the Sheriff's Office to ensure that the financial records comply with generally accepted accounting principles, state statutes and local policies.

Responsible for maintenance and reconciliation of all accounts under the Sheriff's Office control.

Manages and participates in the development and administration of the budget for the Sheriff's Office. Provides forecasting of funds needed for staffing, equipment, materials and supplies. Directs the preparation of budgetary adjustment, as necessary. Provides periodic budget progress reports to managers.

Monitors compliance, reporting to and billing to Federal, State, and local agencies for all grant funds. Manages and oversees inter-local and contractual agreements.

Resolves or supervises the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of financial services. Responds to the most sensitive or complex inquiries of service complaints.

Conducts performance evaluation, monitors and resolves grievances and other personnel matters and provides training/mentoring to fiscal employees to ensure effective delivery of financial services.

Takes disciplinary action within guidelines established by elected Sheriff up to but not including termination.

Regular, reliable and punctual attendance.

Performs related work as required.

WORKING CONDITIONS

Works indoors in clean, climate-controlled workspace. Required to sit for extended periods; frequently required to use hands to operate computers, office machinery and office supplies, which may require repetitive wrist and hand movement; occasionally required to stand and reach with arms and hands. Occasionally required to climb, balance, stoop, kneel, crouch or bend. May lift or move up to 25 pounds.

Position requires mental acuity to ensure thorough analysis of situations in a fast-paced environment. Employee is required to maintain confidentiality of information within the office. May be required to deal with irate, disgruntled individuals requiring the use of conflict management skills. Employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times.

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QUALIFICATIONS

Comprehensive Knowledge of:

- Federal state laws regarding governmental accounting procedures.
- Professional accounting principles, practices and procedures.
- Principles and practices of administration, including budgeting, personnel and fiscal practices.
- State budgeting, accounting and reporting systems.
- Data processing principles and accounting applications.
- Modern supervisory practices and principles.
- Grant administration

Ability to:

- Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of staff.
- Plan and evaluate operations and develop and implement corrective action to resolve problems.
- Analyze, interpret and prepare accounting reports and financial statements.
- Establish and maintain effective working relationships with employees, Office managers, and the general public.
- Communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job.

- Bachelor's degree in accounting
- Six (6) years progressively responsible experience in governmental accounting and the Washington State Budgetary Accounting Reporting System
- Two (2) years lead or supervisory experience

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid Washington State Driver's License.
- Maintenance of current skills and additional training, as needed.

REQUIRED TRAINING FOR THIS POSITION

Sexual Harassment & Discrimination – Annually

Smart Risk Management – Once

Slip, Trip and Fall – Annually

Safe Lifting Practices – Annually

FEMA IS 100.c and 700.b All employee's-Once

REGULAR MONITORED DRIVER: X Yes No

DEFENSIVE DRIVING- ALL ANNUALLY

Basics

R is for Reverse

Intersections

Reduce Winter Weather Accidents

General Auto Risk Program for Drivers

Additional job specific trainings may be issued at a later date.

Civil Service Commission Signature of Approval:



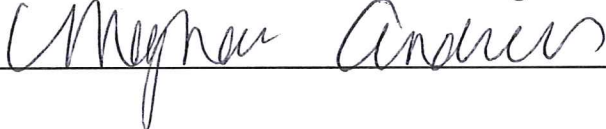
Date: 11/15/18



Date: 11/15/18

Date: _____

Elected Official / Human Resources Signature of Approval:



Date: 11/14/2018

I have read and understand the above position description:

Employee Name: _____

Date: _____

Employee Signature: _____