



## JOB DESCRIPTION

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**JOB TITLE:** Finance Director

**JOB CODE:** 1890

**DEPARTMENT:** County Manager's Office, Finance Division

**FLSA STATUS:** Exempt

**REPORTS TO:** County Manager

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### SUMMARY OF JOB PURPOSE

Responsible for the direction of a major County division ensuring proper administration of financial affairs of the County; provides fiscal support for all County departments, Towns, and certain districts. Financial affairs include financial administration, financial reporting, internal auditing, budget, accounting, grant administration, revenue and expenditure planning, forecasting, payroll, capital project financing including municipal bond, and economic development/vitality financing. This position serves as the County Auditor and Comptroller pursuant to Chapter 251 of the Nevada Revised Statutes.

### ESSENTIAL FUNCTIONS

1. Provides leadership, direction and guidance in financial and technical strategies and priorities for finance operations; evaluates needs, and determines resource requirements and objectives.
2. Plans, develops, implements, and evaluates Division's goals, objectives, sound financial policies and procedures; interprets laws and regulations; develops systems and standards for program evaluation; assures Division's activities are in compliance with all laws, policies and regulations; performs all duties required by applicable state law, Nevada Revised Statutes, and Generally Accepted Accounting Principles.
3. Monitors and directs Division's operations; evaluates issues, and recommends solutions; prioritizes and assigns projects; identifies and communicates strategies, goals and objectives; assures a productive work environment; assures that effective communications and participative decision making occurs; assures project deadlines and performance standards are met.
4. Effectively manages division's personnel by evaluating and analyzing division issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
5. Organizes and directs the finance activities including accounting, payroll, and accounts payable functions; review monthly, interim, and comprehensive annual reports, ensuring adherence to statutory and regulatory reporting requirements and policies.
6. Authorizes and monitors County budgets and long-range financial forecasts; reviews and approves special and recurring reports, budgets, grants and contracts; authorizes changes to existing policies. Provides financial direction on capital project financing including municipal bond issues, and economic development/vitality financing.
7. Analyzes trends, and evaluates program requirements and resource utilization; coordinates program planning and service evaluation; identifies resources and coordinates integration of services with other programs, departments and agencies; responds to requests for information.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. Oversees internal audits of County departments; audits records of establishments that pay room tax; oversees grant applications and compliance with grants; coordinates the annual external audit process, and manages preparation of the annual financial report.
9. Maintains expertise in field of service through participation in applicable educational opportunities; presents information and responds to questions at Board of County Commissioners meetings, meetings of advisory boards, and other committees, as needed.
10. Reviews expenditure trends and analyzes revenues, as well as specific expenditures and revenue line items; analyzes and manages implementation of revenue-generating and cost-reduction proposals.
11. Prepares and analyzes financial and statistical reports necessary for senior management relating to expenditures, revenues, departmental forecasting, etc; utilizes statistical measures, not limited to cost-benefit analysis, cost-effectiveness analysis, forecasting, and trending.
12. Interfaces with other departments, outside agencies and the public in exchanging information, responding to requests, coordinating activities/projects, and responding as required.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Accounting, Finance, or other closely related field and at least eight (8) years of professional accounting and finance experience preferably in a governmental or public agency setting, including four (4) years at management level; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. Public accounting experience is highly desirable. Certification as a Public Accountant with the State of Nevada is preferred. Experience with municipal bonds, economic development/vitality financing and working with redevelopment agencies highly desirable.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, legislators, public groups, and/or boards of directors.

### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of Generally Accepted Accounting Principles related to Public Sector financial administration; Government Accounting Standards, Financial Accounting Standards, and Government Finance Officers Association (GFOA) standards, recommended practices and policies; Single Audit Act and compliance with Circular A-133; techniques and practices for efficient and cost effective management of resources; principles and practices of legal, ethical and professional rules of conduct; applicable state and Federal statutes, rules, codes and regulations; statistical models for budgeting and forecasting; business and personal computers, governmental financial/fund accounting software, and spreadsheet software applications; County organization, operations, policies and procedures. Knowledge of municipal bonding and economic development/vitality financing including redevelopment agencies.

Ability to assess and prioritize multiple tasks, projects and demands, and delegate tasks and authority; demonstrate analytical ability in defining problems, collecting data, analyzing information, and making logical conclusions based on facts; interpret a variety of technical instructions and manage abstract and concrete variables; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in analyzing complex financial issues, evaluating alternatives, and making logical recommendations based on findings; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required. Experience with Logos.net financial software is a plus.

### **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 regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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### **WORKING ENVIRONMENT**

Work is performed in an office environment where the physical demands require sitting for expended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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