



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Assistant Finance Director
Department: Finance
FLSA Status: Exempt
Job Code: 1603
WC Code: 8810
Effective Date: July 1, 2014
Last Revised:
Pay Grade: NU17
Union: Non-Union (Supervisory)

SUMMARY

The Assistant Finance Director assists in the direction and coordination of operations of the accounting, payroll and other financial practices of the County Finance Office. The Assistant Finance Director performs highly varied professional accounting work, such as account analysis and auditing of financial records, in accordance with professional standards, County policy, and established practices and procedures.

Work is performed under the general supervision of the Finance Director and is reviewed primarily through results attained, the assessment and accomplishment of established annual goals, and independent audits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These duties represent the essential functions needed of the person in this classification.

- 1 – Assist the Director in coordinating the operations of the accounting, payroll, and financial activities of the Finance Office within the guidelines of generally accepted accounting principals, federal and state law, and County policy.
- 2 – Recommend, establish, and implement procedures and practices regarding the financial records and systems of the County. Serve as the primary resource for the financial systems of the County.
- 3 – Oversee production of monthly financial reports for department heads, State and federal agencies, and other parties. Provide technical assistance to County departments in the areas of accounting and budgeting.
- 4 – Works as part of a team with the Finance Director and Budget Analyst to develop, produce and publish the annual County budget.
- 5 – Works as part of a team with the Finance Director and Budget Analyst to develop, produce and publish the County's Comprehensive Annual Financial Report.
- 6 – Perform various analyses on fiscal, budgetary, and accounting matters as assigned by the Finance Director.
- 7 – Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

In the absence of the Director, the Assistant Finance Director may be required to supervise the staff of the Finance Office, including assigning work, reviewing results, and providing feedback.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

A Bachelor's degree in accounting, finance or related field, and six years of progressively responsible experience in governmental accounting and finance; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform above described duties.

JOB IMPACT

Consequences of error could include financial loss, penalties and interest for non-compliance with federal and Oregon laws related to withholding and reporting, overpayments, budgeting inappropriately for either revenues or expenditures, or losses resulting from a breakdown of internal controls.

JOB CONTACTS

This position requires frequent contacts with other departments to provide them with technical assistance in the areas of budgeting, accounting functions and policies. This position also deals with the public, independent auditors and other governmental agencies to explain financial accounting actions taken by the County.

LANGUAGE SKILLS

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Ability to read, analyze and interpret complex laws, rules, and regulations. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with employees, officials, and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to use basic statistical calculations involving fractions, percentages, and ratios.

REASONING ABILITIES

Ability to define problems, research and collect data, establish facts, and draw valid conclusions. Ability to interpret complex laws, rules, and regulations and apply to practical situations.

OTHER SKILLS AND ABILITIES

Ability to operate standard office equipment and computer software programs for word processing, spreadsheets, and databases.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed primarily in a typical office environment. The noise level is usually moderate. This position is impacted by the necessity of meeting timelines established by law, uncontrollable work flow, and uncontrollable interruptions. Travel is occasionally required to attend meetings.

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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Depth perception	Describe: Close Vision & Ability to adjust focus
<input type="checkbox"/>	Ability to hear	Normal Speech Level: Yes
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors = **Standard courthouse office environment**

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>