



Chief Fiscal Officer Cascade County Montana

A GREAT PLACE TO LIVE AND WORK!

CASCADE COUNTY

Why Cascade County?

The Cascade County seat is nestled on the banks of the Missouri River in the third largest city under Montana’s Big Sky. “On June 13, 1805, Captain Meriwether Lewis witnessed "the grandest sight" (DeVoto 1997, 137) when his party became the first white men to see the Great Falls of the Missouri River. The city of Great Falls, named for this beautiful cascade, is the County seat. The local area touts fine restaurants, great shopping, local and national favorites and a host of outdoor activities.

The ideal candidate would help the County Commissioners sustain the delicate balance of providing excellent services to the citizens of the county while keeping the tax rates in check. If you seek to work in local government where budgets are balanced and excellent customer service is provided, then Cascade County is the employer of choice!

Adjoining the Lewis and Clark National Forest, Cascade County hosts a plethora of mountain activities. If hiking, bicycling, snowmobiling, four-wheeling, blue ribbon fishing and excellent hunting are part of your outdoor pursuits, then Cascade County is for you.

A Great Place to Live and Play!

Great Falls is where Montana history and culture come alive. Home to world renowned western artist Charles M. Russell, Great Falls hosts the CM Russell Museum with an enviable collection of his works and a nationally-known annual art auction. The city’s ten most popular museums include the Paris Gibson Square Museum of Art, Children’s Museum of MT and Lewis & Clark National Trail Interpretive Center.

The wide Missouri is perfect water for kayaking, canoeing, and world-class trout fishing.

Downhill skiers and snowboards flock to the reliable snows at Showdown Ski Resort and snowshoers and cross country skiers find the groomed trails at Silver Crest Trail systems unsurpassable. Additionally, big game hunting is available on thousands of public acres nearby!

For candidates with families, the local area is a safe place to raise a family. The Great Falls Public School system is outstanding; and a private University and Montana State University Technical College affiliate provide superior advanced degree opportunities.



Heart of Montana

Highlighted in red, Cascade County is located in Central Montana and is located between two major national parks. Yellowstone and Glacier National Parks are located just hours away.



Great Falls

Panoramic photo of downtown Great Falls over the banks of the Missouri River.

More About the County

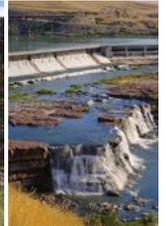
Cascade County is the 5th largest county in Montana with approximately 81,723 citizens. The median household income is \$44,074 with a median housing value of \$151,200. The county is administered by a Commission board consisting of 3 commissioners, Joe Briggs, Bill Salina and Jane Weber.

The County has several departments providing services to the citizens including the Commission, The Sheriff's Office and Detention Center, The Clerk and Recorder, Clerk of Court, Treasurer, Public Works, County Attorney, Aging Services, City-County Health Department, Community Health Care Center, Expo Park, Juvenile Detention, Elections, Human Resources, Finance and IT. The County has over 900 full, part time and seasonal/occasional employees and manages a \$53.8 million budget.



COUNTY COMMISSIONERS

County Commission (406) 454-6810



About the position

\$67,000-\$72,000 depending on experience

The Chief Fiscal Officer (CFO) reports directly to the Board of County Commissioners. The CFO assures the accountability and effectiveness of County government by providing efficient innovative services, public policy analysis, and fiscal expertise in support of all County government agencies. The Office provides services including: Accounting, Budgeting, Investments, Asset Management, and Purchasing/Payments. The CFO participates in decisions related to County financial matters. Duties include ensuring the integrity of accounting policy and systems, and assisting in the maintenance of accounting, budgetary, and internal controls.

The CFO develops and maintains the budgetary process for the county; develops procedures for accessing information and developing reports based on their interpretation of applicable state and federal regulations, and analyzes fiscal data to determine trends and make projections. The incumbent must have a broad knowledge base of statutory and regulatory requirements; the ability to research highly technical issues; and can work with each and every department within the county. Assists in guiding departments in the budgetary process and advises the Board of Commissioners on fiscal matters and prepares the annual budget.

Essential Job Duties and Responsibilities

- ❑ Assists with the planning and management of county fiscal activities and accounting systems to meet accounting and reporting needs in compliance with local, state, and federal regulations and professional practices. This includes participating in planning; establishing fiscal systems and policies to meet county business needs; reviewing and interpreting accounting and reporting guidelines (e.g. Federal circulars and Generally Accepted Accounting Principles).
- ❑ Research and evaluate guidelines and standards to ensure County accounting complies with professional and governmental standards for issues such as the reporting of cash flows for proprietary programs; indirect cost proposals; federal contract accounting requirements; tracking and reporting loans, payments, and related transactions; etc. Provide fiscal guidance and consultation to other County managers.
- ❑ Coordinates with elected and appointed officials with implementation of the budget and associated mil values.
- ❑ Recommends policies on safeguarding cash and investments, as well as loan management.
- ❑ Evaluate agency financial transactions to ensure proper financial management. This includes monitoring activities including cash and fixed asset management, accounting transactions, and reporting. Ensure the proper implementation and administration of internal controls and separation of duties to ensure the integrity and compliance of financial transactions. Review and investigate large, unusual, and high risk transactions and make recommendations to the Commission on policies, internal control systems and/or improved management practices necessary to address any problem areas identified. Consult with the County Safety Coordinator/Risk Manager as needed.
- ❑ Analyze program expenditures to ensure the allocation of funding as designated and to track funding levels through review of financial reports and expenditures. Review and approve requisitions, expense claims, vendor claims, etc. to ensure expenses remain within the budgets and that county resources are used in the most efficient manner possible.
- ❑ Develop accurate and timely fiscal reports to meet county, state, and federal reporting requirements and to provide timely information for executive decision-making. This includes evaluating regulations; establishing reporting formats to meet requirements or user needs; analyzing data for validity and propriety; and synthesizing and configuring data to ensure it is provided in formats that comply with accepted practices and standards.
- ❑ Coordinate and oversee the final review and approval of major financial transactions such as agency payroll projections, budget allocations, requisitions, claims, accruals, and journal vouchers to ensure statutory compliance, efficient workflow and fiscal processing by county staff. Provide advanced technical guidance and assistance to county departments regarding accounting, purchasing, budgeting, payroll, property control, and revenue collections to identify and resolve complex or contentious issues affecting financial operations.
- ❑ Analyze and project agency fiscal needs, revenues, and expenditures to provide information used for program planning and budget development. This involves assessing economic factors affecting county programs (e.g., revenues, expenditures, historical patterns, ordinances, legislation, etc.). Project program budget needs by coordinating with elected and appointed officials to assess program needs, and analyzing various programmatic and funding options.
- ❑ Conduct budget planning and fiscal analysis to support the accurate and effective development and administration of county budgets. This involves developing and compiling budget allocations; analyzing, evaluating, and recommending budget justifications with supporting information and data; and assessing impacts of proposed budget changes including enterprise funds and capital reserves. Research and analyze fiscal data to interpret and communicate information to program managers, department heads, elected officials, staff, and others. Develop cost and revenue projections; and determine the overall cost-effectiveness of various program operations and activities using cost/benefit and risk analysis methodologies. Provides training to accounting staff regarding budget preparation process and schedule.
- ❑ Allocate annual budgets to distribute funds according to County Commission intent and specific appropriations. Analyze and evaluate budget components to effectively justify budget requests, and provide recommendations and support to the Commission.
- ❑ Monitor and evaluate budget and expenditure activity to identify and resolve errors, deficiencies, conflicts, inconsistencies, and other problems as they arise. Coordinate with others to verify financial data; evaluate the long-term budgetary impacts of problems and alternatives; and to develop, negotiate, and implement solutions consistent with statutory requirements as well as state and department policies.
- ❑ Compile and submit detailed budget requests, amendments, operational plan changes, funding transfers, and related items to the county commission for review and approval to maintain viable program operations, as well as approving budget modifications. Coordinate the development and submission of all fiscal year end transactions such as accruals, encumbrances, and budget adjustments to ensure accurate program accounting and adequate financial support for future program operations.
- ❑ Prepares RFP for external audit, oversees access to data for external auditor, member of the audit selection review committee, acts as a liaison to the audit team and prepares response to audit and files audit report with the state.
- ❑ Interfaces with IT on software acquisitions, training and upgrades to meet fiscal management needs of the county.

Non-Essential Job Duties and Responsibilities

- ❑ Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, assisting with management of special improvement district funds, etc.
- ❑ Coordinate County responses to audits from other agencies. This includes gathering information in response to requests; providing explanations or clarifications of fiscal data; coordinating responses to audit findings or recommendations; and implementing audit recommendations approved by the Commission.
- ❑ Coordinate county asset classification and inventory management to ensure the effective management of department assets, adequate support for program operations, and compliance with local, state, and federal law. This includes researching, synthesizing and compiling real property data; maintaining and monitoring asset management systems; and participating in and performing regular property inspections, including those associated with regular and special inventories to ensure asset records are accurate.
- ❑ Advise County Commissioners on employee health insurance decisions.

Required Knowledge and Abilities

Knowledge and understanding of:

- ❑ Generally accepted accounting principles (GAAP and GASB), practices, and standards;
- ❑ Generally accepted auditing standards (GAAS);
- ❑ State of Montana's Budgetary Accounting and Reporting System (BARS) or similar accounting system;
- ❑ Governmental fiscal administrative processes such as budget development and disbursement, rate setting, accounting, grant administration, and purchasing;
- ❑ Intermediate to advanced software knowledge in Microsoft Office.
- ❑ Understands Cost Accounting procedures as utilized in Local Government Agencies.
- ❑ Self funded insurance plans

Skill to:

- ❑ Operate computer and implement/train others in data processing technology as it applies to financial processes, accounting and auditing utilizations;
- ❑ Operate a personal computer using word processing, financial spreadsheets, specialized accounting and database applications appropriate to assigned duties.

Ability to:

- ❑ Maintains a program of accounting and fiscal services and controls as defined by County Policy;
- ❑ Evaluate the soundness of financial practices and works with the Accounting Supervisor to help improve the County's financial practices;
- ❑ Analyze and interpret financial data and information and reach conclusions;
- ❑ Organize information clearly to meet management's need;
- ❑ Learn the County's accounting software;
- ❑ Perform computations accurately and quickly;
- ❑ Maintain confidentiality;
- ❑ Establish and maintain effective working relationships with coworkers, managers, and representatives of other agencies or departments.

Minimum Qualifications:

Education/Experience/Training:

Bachelor's Degree in Accounting or Finance Management; and
Five (5) years' experience in government accounting to include current GASB regulations; or
Any equivalent combination of education and experience totaling eight (8) years.

Certifications:

Valid Montana driver's license