

Cascade County

Job Vacancy Announcement

Position: Chief Fiscal Officer	Closing Date: Open Until Filled
County Department: Commissioners' Office	Dept. Admin.: Board of County Commissioners
Type of Position: Permanent, Full-Time	Salary: \$67,000 - \$72,000
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Chief Fiscal Officer 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; participates in decisions related to county financial matters. Duties include ensuring the integrity of accounting policy and systems, and assists in the maintenance of accounting, budgetary, and internal controls. The Chief Fiscal Officer 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; has a broad knowledge base of statutory and regulatory requirements and the ability to research highly technical issues and can work within 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. This position reports to the Board of County Commissioners.

JOB REQUIREMENTS

Knowledge and understanding of: Generally accepted accounting principles (GAAP), 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 and self-funded insurance plans

Skill to: Operate computer and implement and 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: Maintain 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.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have a 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. Applicant must possess valid Montana Driver's License issued by the State of Montana.

The successful applicant must serve a 1 year probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document **and** Employment Preference Form or DPHHS Handicap Certification with their application for employment that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.