

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Financial Reporting Manager	<b>Closing Date:</b> Open Until Filled
<b>County Department:</b> Clerk & Recorder	<b>Dept. Admin.:</b> Rina Moore
<b>Type of Position:</b> Full-Time	<b>Salary:</b> \$55,000-\$62,000 DOE
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.</b>	

### POSITION DESCRIPTION

Under the supervision of the Clerk & Recorder with additional guidance from the Chief Fiscal Officer, the Financial Reporting Manager will establish and maintain proper accounting and fiscal services and controls in accordance with county policies, Montana State Statutes, grant requirements, Generally Accepted Accounting Principles (GAAP) and pronouncements of the Governmental Accounting Standards Board (GASB). This position manages the Centralized Accounting Department personnel; works under the guidance of the Clerk & Recorder and Chief Fiscal Officer to develop, implement, manage and ensure compliance of county wide internal controls and financial management policies; responsible for advanced accounting tasks and oversight of the county's chart of accounts and General Ledger; assists Chief Fiscal Officer, Grants Manager and all department heads and appropriate staff on county budgeting matters. Leads year-end closing process and works directly with external auditors, and grant auditors, including working with the Chief Fiscal Officer to complete the Single Audit and the Comprehensive Annual Financial Report (CAFR); and performs other duties as assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Supervises, plans, coordinates, and directs the work of the Centralized Accounting staff; provides input regarding staffing decisions including hiring, personnel actions, training, performance evaluations; supports Chief Fiscal Officer with ongoing management of the departmental budget process to ensure compliance with county procedures; provides advice and assistance to all county managers regarding internal policies and procedures; assists Chief Fiscal Officer with revenue and expenditure management and projections including detailed analysis of all county funds and accounts; communicates with Chief Fiscal Officer on any anticipated revenue or expenditure variances; ensures federal grant management and internal grant management policies are followed; reports found irregularities and unresolved problems with departments and staff to the Clerk & Recorder, and the Chief Fiscal Officer; reviews accounts payable to ensure expenditures are properly recorded; prepares financial statements to meet the requirements of management; is the primary department contact for all accounting inquiries; possesses strong customer service skills and patience; supervises county wide purchase order policies and processing; responsible for development, testing, implementation, documentation and maintenance of financial software systems; monitors Rural Improvement District Assessment activities; monitors cash balance of funds and grants in coordination with Grants Manager and Chief Fiscal Officer; administers the extraordinary snow removal contract for Cascade and six other missle counties; administers Solid Waste Program; directs fiscal year end coordination with Chief Fiscal Officer and all county departments; compiles and completes the computations of the Mill Levy from the Certified Taxable Valuation Information forms; maintains the Lighting Districts and the Clerk & Recorder's Trust Fund or Sale of Real Estate proceeds; in collaboration with the Chief Fiscal Officer provides ongoing assistance in reviewing new or revised county policies and procedures for accounting and financial controls; presents financial information at meetings; plans, coordinates, and directs the work of the accountants within their assigned departments; assists accounting technicians, answering questions, giving advice and monitoring basic accounting issues through accounting staff; assists with and coordinates monthly meetings for centralized accounting personnel; provides ongoing training regarding proper accounting procedures; coordinates with the county's information technology department appropriate accounting interactions; conducts other duties or special projects as assigned by Clerk & Recorder.

**Knowledge and understanding of:** Generally accepted accounting principles (GAAP), practices, and standards; Generally accepted auditing standards (GAAS); comprehensive Annual Financial Reports (CAFR); State of Montana's Budgetary Accounting and Reporting System (BARS); Government Finance Officers Association (GFOA) Best Practices; guidelines for GFOA's Certificate of Achievement for Excellence in Financial Reporting Program; governmental fiscal administrative processes such as budget development and disbursement, rate setting, accounting, grant administration, and purchasing; applicable State and Federal regulations; advanced knowledge of Microsoft Office; understands cost accounting procedures as utilized in local Government Agencies; in depth knowledge and understanding of computerized accounting systems; supervisory principles and practices.

**Skills in:** Computer use and data processing technology as applied to financial, accounting and auditing utilizations; evaluating accounting software effectiveness and solving routine problems; problem solving and conflict resolution; operating a personal computer using word processing, financial spreadsheets, specialized accounting and database applications appropriate to assigned duties; analyzing and interpreting accounting data and recognizing errors; preparing accurate and timely financial reports; directing work and setting priorities.

**Ability to:** Maintain a program of accounting and fiscal services and controls as defined by county policies; analyze and interpret financial data and information and reach conclusions; organize information clearly to meet management's need; quickly master the county's accounting software; perform computations accurately and quickly; read and interpret information; pay attention to detail and accuracy; communicate orally and in writing; supervise and coordinate projects; follow verbal and written instructions; review written material; maintain strict confidentiality; handle stress and react well under pressure; seal with frequent changes, delays, interruptions or unexpected events; work with minimal supervision; work as a member of a team; establish and maintain effective working relationships with coworkers, managers, representatives of other agencies or departments and the public.

## **EDUCATION AND EXPERIENCE**

*The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have a Bachelor's Degree in Accounting, Finance Management or related field. Three (3) years' experience in an accounting setting preferred with governmental experience highly desirable. Supervisory experience desirable but not required. Certified Public Accountant or Certified Public Finance Officer (CPFO) highly desirable; must possess a valid Montana driver's license or be able to obtain within 30 days of employment.*

*The successful applicant shall serve a 6 month 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 (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so 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.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**