



**SANDERS COUNTY
VACANCY ANNOUNCEMENT**

Position: CFO/Controller
Full Time - Exempt
Department: Controllers
Salary: \$55,000 to \$75,000/annually, depending on experience
Closing Date: Monday, January 29, 2018
Application Documents Required: Please apply at Sanders County Job Services 406-827-3472.

Job Summary: The CFO/Controller is responsible for directing the fiscal functions of the County.

Successful Candidate must be able to:

- Direct, oversee, and provide recommendations relative to all County financial matters
- Provide leadership in the development of short and long-term strategic financial objectives
- Prepare fiscal analyses on revenue expenditures, operating reserves, tax levies and operating reserves
- Responsible for budget preparation, projection of revenues and expenses and on-going monitoring of budget implementation
- Prepare documentation and recommends the purchase or sale of County property and equipment
- Evaluates and recommends necessary adjustments for finance procedures, processes and policies
- Plan and manage 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); and having discussions with the county commission, department heads, other agencies, and elected officials (e.g., Treasurers and Clerk/Recorder, Auditors).
- Assist the Treasurer/Clerk and Recorder with various activities such as balancing tax receivables, completing tax levy requirements and filing reports with the State. Analyzes Treasurer's tax records and reconciles them to County financial records ensuring accuracy of tax records and completeness of financial records.
- Assist department heads with grant applications, quarterly grant reports, departmental purchases, financial planning, reports and other accounting activities. Includes maintaining grant annual reports and audit.
- 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.
- 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/Human Resources Director as needed.
- 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 the final review and approval of major financial transactions such as agency 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 interviewing managers 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. 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.
- Allocate biennial 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. 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.
- Coordinate and oversee agency procurement and contract administration to ensure compliance with state/federal requirements and the terms and conditions of individual agreements. This involves developing requests for proposal (RFPs) and invitations for bid (IFBs); coordinating evaluation and selection procedures; monitoring timelines, claims, and service delivery; identifying deficiencies; and coordinating with program staff, management, legal staff, contractors, and others as necessary to resolve problems. Respond to inquiries regarding contract provisions; State and Department policies, procedures, and other requirements; and related to ongoing contract administration.
- Coordinate and oversee data and records management functions to ensure accessibility, security, and accuracy of essential program data (e.g., fiscal reports, agency payroll information, asset and inventory data, etc.). This includes working with management and information technology staff to develop and establish procedures for data collection and transfer; monitoring data management systems to ensure effectiveness; overseeing quality control reviews of data; and ensuring compliance with records retention and disposal requirements.
- The position also requires the ability to present complex information to a variety of audiences with diverse levels of understanding; analyze and interpret project accounting data and problems; and communicate effectively verbally and in writing. Strong presentation skills are required.
- 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.

Education and Experience:

The knowledge, skills and abilities required for this position are typically acquired through a combination of education and experience equivalent to a bachelor's degree in accounting, finance, or a related field, and five (5) years' experience in progressively responsible financial leadership roles in the public sector. Certified Public Accountant preferred. Alternative combinations of education and experience may be considered on a case-by-case basis.

- The minimum education level required is a baccalaureate degree from an accredited college or university in accounting, finance, or a related field. A Master's degree in Finance, Business Administration, or Public Administration is preferred or a minimum of five years of overall professional experience with financial and operations management, demonstrating ultimate responsibility for the quality and content of all financial data, reporting, and audit coordination. Experience in governmental or not for profit accounting is preferred.
- The job requires knowledge of accounting and budget development and administration. The position requires knowledge of generally accepted accounting principles (GAAP), fiscal planning including the principles and practices of budget and program development, budget forecasting, governmental accounting and budgeting, the county budgeting process, grant reporting, contract administration, and records management.
- The job requires skill in budgeting, program management, and plan implementation; the use of standard office and specialized accounting software applications; and excellent written and verbal communication skills.
- The position requires the ability to plan, organize, and direct short and long-term fiscal management programs; analyze, interpret, and explain complex financial data; apply analysis and judgment in arriving at solutions to routine, unusual, and unprecedented financial and budgetary problems; communicate effectively and negotiate consensus; establish and maintain effective working relationships; and to motivate and direct staff to meet Department goals.
- The job requires skill in active listening, speaking clearly so others can understand information that is unfamiliar, mathematics, reading comprehension, writing, typing a minimum of 55 words per minute, critical thinking, and time management.
- The job requires the ability to maintain strict confidentiality of information, manage stress, multitask, and communicate effectively verbally and in writing.
- Ability to communicate professionally, as well as guide and advise others.

Knowledge, Skills and Abilities

- Knowledge of all County government functions; Montana Codes Annotated as it applies to local gov't finance
- Bond issues and other debt related activities
- Organization and operation principles and practices; work effectively as a member of a team
- Principles and practices of governmental finance and budgeting
- Computerized finance and budget policies and programs; Prepare clear and comprehensive reports
- Methods of analyzing, evaluating and modifying financial procedures
- Ability to coordinate and carry out a variety of financial services
- Conduct presentations regarding financial issues to various individuals, including elected officials, department heads, and members of the public
- Establish and maintain cooperative relationships with county officials and employees, the general public and representatives of other agencies