

**CLARENDON COUNTY, SOUTH CAROLINA
JOB DESCRIPTION
APRIL 2024**

JOB TITLE: CHIEF FINANCIAL OFFICER

GENERAL STATEMENT OF JOB

This position oversees all aspects of the Finance and Accounting functions of the County and is responsible to plan, control, design and implement all financial activities in compliance with Governmental Accounting Standards Board accounting standards, regulations, and legal requirements. Responsible for the development of reports, financial statements, coordination of external audit and actionable recommendations on both organizational strategy and operations. Functions reporting to this position include accounting, payroll, accounts payable, accounts receivable and budget. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- As a true business partner to the County Administrator, assess the organizational performance against the County's long-term strategy.
- Responsible for the development of reports and systems to provide critical financial and operational information to the County Administrator and make actionable recommendations on both strategy and operations.
- Facilitates long-range capital improvement planning and program financial management.
- Makes presentations to County Council and/or public as needed. Required to interpret financial data and provide financial consultation and advice to solve complex financial problems. Prepares and defends financial estimates, and audit reports.
- Plans, organizes, and directs fiscal and management control functions.
- Coordinate annual audit of all County and component unit financial records.
- Evaluate the reliability and effectiveness of internal controls to ensure that (a) County assets are protected, (b) payments issued are accurate and on time, and (c) there are no deficiencies and/or material weaknesses that may affect the accuracy of financial statements.
- Ensure compliance with all laws, regulations, and standards as it relates to financial reporting, audit requirements, employment issues and payroll payments, issuing of W-2, on time vendor payments, issuing 1099, collection efforts on charges for services provided, budgetary control, local, state, and federal grant awards.
- Responsible for the preparation of monthly financial reports.
- Coordinates debt management, County bond issuances, capital purchase financing instruments and the associated continuing disclosure requirements.
- Responsible for accuracy and timeliness of the following processes: Accounts Payable, Accounts Receivable, Payroll and general Accounting.

- Foster positive relationships with internal and external customers while serving and acting as a subject matter expert for accounting and financial reporting questions.
- Prepare the County's annual financial statements, with supporting schedules. Review general ledger and analysis throughout the fiscal year to facilitate an efficient yearend closing process.
- Prepare and maintain regular financial planning reports, monthly budget comparative statements of revenue and expenditures with annualized forecasts of County and its business reporting units.
- Analyzes the County's financial strengths and weaknesses, proposing corrective actions.
- Interacts and communicates with the County Administrator, Deputy County Administrator, County Council, Elected officials, County managers and employees, financial institutions, external auditors, county agency personnel, sales representatives, and the public.
- This position is considered emergency essential and will be required to report to work during any declared emergency.

ADDITIONAL JOB FUNCTIONS

Establish and maintain effective, professional working relationships with County, State and Municipal officials, representatives of other agencies and organizations, and the public.

Assists other agencies in their financial endeavors as authorized by County Council.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a bachelor's degree in accounting, financial administration, or related field, supplemented by four to eight years of general or governmental accounting experience, preferably local government (e.g. County, municipal or public works). Advanced knowledge of Microsoft Excel and experience using automated accounting systems, including report writing and analysis of data.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, calculator, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates.

Language Ability: Requires ability to read a variety of financial and technical reports and documents. Requires the ability to prepare financial reports, correspondence, records, etc. with

proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including accounting, budgeting, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use accounting mathematics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery,

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations and tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers, and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards, and prescribed

procedures. Remains accountable to assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and research problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors, and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and people to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with County Administrator, higher management, professionals, and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs, and uses information effectively to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within constraints of County policy, formulates appropriate strategy and tactics for achieving departmental and County objectives. Effectively and efficiently organizes, arranges, and allocates

manpower, financial and other designated resources to achieve the goals and objectives of the department and the County.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Recommends employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally, directs the development and training of department personnel ensuring that they are properly inducted, oriented, and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods, and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job, and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop, and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain a good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.