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EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Finance and Taxation	CLASSIFICATION:	039
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E08
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the Finance and Taxation Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Direct planning, organizing and maintenance of central accounting system in a manner consistent with established accounting principles and practices. Coordinate with County Treasurer to ensure accuracy of central accounting system.

Plan, organize and supervise activities of the County Tax Department in such areas as the collection and recording of property tax payments and maintenance of the tax roll and foreclosure proceedings. Institute property seizures, bank account seizures, wage garnishments and other methods for the collection of delinquent personal property taxes.

Research, evaluate, develop and recommend programs, procedures and modifications to existing methods to improve the effectiveness and services of the department.

Oversee and/or prepare and review statements and reports on County financial affairs in such areas as revenue, expenditure, debt and cost for the Board of Commissioners.

Provide timely reports to the Board of Commissioners and County departments.

Review and authorize payroll, cash management and revenue transactions.

Propose and review draft ordinances and resolutions relating to expenditures, revenues, tax levies

and other fiscal matters.

Develop financial policies for recommendation to the Board of County Commissioners. Monitor and ensure compliance with financial policies and procedures.

Consult with and advise the Board of County Commissioners on the financial condition of the County.

Make recommendations for appropriate courses of action for consideration of the Board.

Oversee details of County budget preparations; develop financial projections and forecasts to be used in budgeting process. Act as County Budget Officer or Assistant Budget Officer when so appointed by the Board of County Commissioners.

Monitor adherence by individual departments and County to approved budgets.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Arrange for and secure annual audit of County financial operations.

Comply with all appropriate audit comments.

Direct main frame data processing operations in the County. Consult with contracted computer consultants and ensure adequacy of programming and hardware for system to meet current and anticipated needs.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise 2-5 employees.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the

general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four year university education in accounting, finance, business or public administration or related field. Five to seven years of progressively responsible experience in public finance and accounting, preferably within a county government, including responsibility for analysis of accounting and financial methods, procedures and records; development of recommendations and solutions; and personnel supervision. Any satisfactory combination of experience and training that demonstrates the knowledge and abilities to perform the above described duties.

**SPECIAL LICENSES, CERTIFICATIONS, ETC.:** Certification as a public accountant.

**KNOWLEDGE, SKILL AND ABILITY:** Broad knowledge of principles, methods and practices of county finance, accounting and budgeting, internal control and auditing procedures, state and federal regulations pertaining to areas of responsibility. Knowledge of county government organization, functions and relationships with other governmental jurisdictions, principles and practices of public administration, and data processing applications. Extensive knowledge of management principles and practices of human and financial resource management.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.