

SHAWNEE COUNTY, KANSAS
Position Description
Deputy Financial Administrator

POSITION CONTROL NUMBER: AF1006

FLSA STATUS: E

POSITION DESCRIPTION

Under limited supervision, this position analyzes, develops and monitors Shawnee County's financial operations and budgets. Performs other duties as assigned. This position is supervised by the Financial Administrator.

WORK PERFORMED

- 45% Financial Management.** Assists in the coordination and direction of financial planning, budgeting, procurement, tax distribution, grants and investment activities for Shawnee County. Prepares or directs preparation of financial statements, business activity reports, financial position forecasts, annual budgets and/or reports required by regulatory agencies as assigned. Evaluates needs for procurement of funds and investment of surpluses and makes appropriate recommendations to the Financial Administrator. Oversees the depreciation of capitalized items. Provides direction and assistance to other County departments regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources. Oversees the authorization of disbursements in accordance with policies and procedures. Oversees the authorization of all cash transactions including the receipt of cash and checks, and depositing of funds including taxes collected.
- 25% Regulations And Standards.** Maintains current knowledge of organizational policies and procedures, Federal and State policies and directives, and current accounting standards. Conducts or coordinates audits of accounts and financial transactions to ensure compliance with State and Federal requirements including compliance with grant requirements and State statutes as assigned. Performs periodic audits of County departments as directed by statute or as requested by the Financial Administrator or Board of County Commissioners.
- 15% Supervision Of Staff.** Supervises Audit Finance staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel-related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Checks work procedures and products.
- 10% Budgets.** Assists the Financial Administrator in the development of the overall budget, formulation of budget development guidelines and coordination of budget preparation by departments. May oversee the administration of budget components and performance standards. Conducts management or financial studies and reviews performance standards as assigned by the Financial Administrator.
- 5% Analysis And Advice.** Advises the Board of County Commissioners on short-term and long-term financial objectives, policies and actions when the Financial Administrator is unavailable.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Accounting and auditing principles (GAAP), practices, procedures and standards.
- Procedures, practices and records normally employed in financial operations.
- The principles and practices of public accounting and public administration including organizational theory, personnel management, public finance and intergovernmental relationships.
- The methods and procedures of management and accounting as they impact governmental budgeting and operation.
- Federal and State statutes and regulations, County ordinances and regulations as they impact governmental budgeting and operation.
- Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods and coordination of people and resources.
- Arithmetic, algebra, geometry, calculus, statistics and their applications.
- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Ability to:

- Plan and direct the work of others.
- Analyze financial accounts and other business records for irregularities and make recommendations for corrective actions.
- Direct, coordinate and evaluate complex financial or compliance audits and recommend appropriate dispositions.
- Comprehend, properly apply, interpret and explain complex regulatory statutes, regulations and policies to staff, officials and the public.
- Resolve complex auditing and investigative problems.
- Represent the County at complex reviews.
- Communicate effectively, both orally and in writing, using the English language.
- Effectively gather and communicate technical information in both verbal and written form.
- Use independent thought and judgment in developing appropriate and effective solutions to assignments of a complex and varied nature.
- Analyze fiscal and administrative problems, procedures and policies.
- Interpret financial reports and statements.
- Establish and maintain effective working relationships with employees, community leaders, County officials and the general public.
- Read and understand information and ideas presented in writing.
- Apply general rules to specific problems to produce answers that make sense.
- Choose the right mathematical methods or formulas to solve a problem.
- Add, subtract, multiply or divide quickly and correctly.

Skill in:

- Providing leadership and direction to employees.
- Determining how money will be spent to get the work done and accounting for the expenditures.
- Using mathematics to solve problems.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Communicating effectively in English both orally and in writing.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Understanding the implications of new information for both current and future problem-solving and decision making.

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PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching		X			Sitting				X	Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting	X				Sustained Positions	X			
Carrying		X			Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking		X			Slippery Surfaces	X			
Near Vision				X	Standing		X			Work Above Ground	X			
Far Vision				X	Sitting				X	Work Below Ground	X			
Color Vision			X		Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting		X				X			

EQUIPMENT USED

Personal Computer Printer Photocopier Office Furniture
10-Key Calculator Telephone Fax Machine Paper Shredder

MINIMUM QUALIFICATIONS

Bachelor’s Degree from an accredited college or university in Business, Accounting or Public Administration.

Three (3) years’ technical experience in public accounting, public management, budgeting or finance administration.

Two (2) years’ experience supervising employees.

Certified Public Accountant (CPA) certification may be substituted for one year of experience or one year of supervisory experience.

Valid Driver’s License.

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SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 12/08
Revision History: 03/15