

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Director of Finance

**DEPARTMENT:** Finance

**REPORTS TO:** County Administrator      **FLSA STATUS:** Exempt

**DATE APPROVED:** 07/25/2023      **APPROVED BY:** WAC

**I. PURPOSE / SUMMARY:**

To plan and manage all financial management activities of the County to include budget preparation, investments, bond negotiations and debt management.

**II. ESSENTIAL FUNCTIONS:**

- Directs the activities of the Finance Department to include: accounting, collections, internal audit, budget, data processing and accounts payable.
- Establishes and maintains all financial and accounting systems for the county.
- Prepares and presents information for Administration, Council, Regulatory Concerns and Third Parties.
- Develops, recommends and manages the County’s investment program.
- Monitors budget expenditures.
- Formulates and installs financial policies and systems.
- Oversees preparation of monthly and annual financial statements.
- Assists other departments with the development and implementation of financial systems.
- Advises County Officials, the County Council and Finance Committee on all financial matters of the county.
- Prepares revenue projections, capital and financing schedules and cost estimate for budget purposes.
- Assists external auditors with annual audit.
- Researches and writes grants.

**III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

- BS in Accounting or 4 year degree with major course work in accounting/finance and 3-5 years Accounting and Public Finance Administration Experience.
- Knowledge of general laws and administrative policies governing municipal financial practices and procedures.

**IV. CERTIFICATIONS REQUIRED:**

- CPA Certification

**V. SUPERVISION:**

- Supervision of Accounting Staff

**VI. OTHER COMMENTS:**

**DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.

## PHYSICAL REQUIREMENTS

**Job Title:** Director of Finance

**Date:** \_\_\_\_\_

**Department:** Finance

**Reviewed By:** \_\_\_\_\_

x **Sedentary Work:** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

       **Medium Work:** Lifting 44 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

       **Heavy Work:** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Check the items below that relate to the job and complete the information requested.

**Activity Definitions:**

- Occasionally** means the job holder does the activity up to 33% of the time.
- Frequently** means the person does the activity 34% to 66% of the time.
- Continuously** means the job holder does the activity 67% to 100% of the time.

Activity	Occasionally	Frequently	Continuously
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching/working overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stairs

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Ladders

x

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Can the job be performed by alternating sitting and standing?  Yes  No

Does the job require using the feet to operate foot controls?  Yes  No

How important is good vision to the jobs? Very

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How important is good hearing to the job? Very

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Other comments:

This sedentary work requiring limited physical effort; position requires visual acuity for reviewing, checking, preparing and maintaining written and computer files and hearing sufficient to accurately perceive information at normal spoken word levels; manual dexterity to operate standard office and data processing equipment is required.