



Job Title: Finance Director
Reports To: County Administrator
Salary Range: \$94,785.60 - \$125,881.35

FLSA Status: Exempt
Grade: 18

Position Summary

The Finance Director provides executive management and administrative oversight for all assigned matters, with primary responsibility for the financial affairs, budget, and audit processes of the County, ensuring alignment with organizational goals and compliance with applicable regulations.

Essential Job Duties

- Prepare, oversee, and present the annual County budget, including coordination with departments and elected officials, analysis of fund balances, and tax levy recommendations
- Facilitate the County's annual independent audit, serving as the primary contact for auditors and ensuring timely and accurate reporting
- Analyze accounting records and financial operating results to inform budget allocations and provide guidance to departments and elected officials
- Oversee the Finance Department, including planning, direction, supervision, and evaluation of ongoing operations and staff
- Develop and implement departmental short-term plans, annual goals, and strategic direction in alignment with County objectives
- Ensure compliance with statutory regulations, internal controls, and Generally Accepted Accounting Principles for financial statements and reporting
- Prepare the Comprehensive Annual Financial Report (CFAR), the Consolidated Year-End Financial Report (CYEFR), and the Schedule of Expenditures of Federal Awards (SEFA)
- Coordinate with County Auditor to ensure proper communication and information sharing from accounts payable and purchasing functions
- Oversee procurement processes, including bid preparation, policy implementation, and purchasing activities
- Ensure capital asset records are accurately maintained, and all capital expenditures and projects are tracked and accounted for appropriately
- Monitor and manage grant revenues, expenditures, and reporting to ensure compliance with federal and state requirements
- Build and maintain productive relationships with County Board members, elected officials, department heads, and staff
- Additional duties as assigned

Qualifications

- Bachelor's degree in Accounting, Finance, or related field with 5+ years of experience
- Certified Public Accounting (CPA) preferred
- Experience in government accounting, audit, and/or finance desired
- Master's degree preferred



Knowledge, Skills, and Abilities

- Demonstrated expertise in budget preparation, financial analysis, and audit facilitation for complex organizations
- Comprehensive knowledge of Generally Accepted Accounting Principles, governmental fund accounting, and grant requirements
- Ability to develop, implement, and oversee internal controls, policies, and procedures to ensure financial accuracy and compliance
- Proficient in analyzing and interpreting financial reports, contracts, and policies to inform decision-making and provide guidance
- Strong leadership skills in supervising, training, and evaluating staff, with the ability to build and maintain productive relationships across diverse groups
- Excellent written and verbal communication skills, including the ability to present information effectively to groups and respond to inquiries from officials and stakeholders
- Ability to maintain confidentiality and handle sensitive issues with discretion
- Knowledge of county and state statutes related to County government preferred

Physical Demands

- *Frequently required to sit for extended periods*
- *Frequently required to talk or hear*
- *Occasionally required to stand and walk*
- *Occasionally required to use hands to handle or feel and reach with hands and arms*
- *Occasionally required to stoop, kneel, or crouch*
- *Occasionally moves office equipment weighing up to 25 pounds*
- *Required to observe details at close and distant range and perceive depth*

Work Environment

- This job is performed in an indoor office environment and involves regular use of computers and other standard office equipment. Attendance at County Board and committee meetings is required, and occasional travel to other locations may occur as part of job duties

Supervisory Responsibility

- Oversee the work of experienced level professionals and subordinate managers, remove obstacles within and across the organization to achieve work
- May include contractors, vendors, and third-party employees
- May oversee the development of new methods and resolution of issues
- Regularly advises teams on complex matters

Disclaimer: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Management reserves the right to revise or change job descriptions, job duties, functions and requirements as the need arises. This job description does not constitute a written or implied contract of employment. Tazewell County is an Equal Opportunity Employer EOE – race/color/religion/sex/Sexual orientation/gender identity/national origin/disability