



Warren C. Evans
County Executive

**ASSISTANT DIVISION DIRECTOR OF FINANCE - WELLNESS (DHCW)
MANAGEMENT AND BUDGET**

GENERAL SUMMARY:

This position serves as assistant financial advisor and Department of Management & Budget interface to the Department of Health, Veteran and Community Wellness (DHCW) (Wellness). Responsibilities include providing onsite professional financial support, safeguarding departmental assets and communication of financial results to departmental administrations, Division Finance Director, CFO, other Management & Budget Divisions and other interested parties. In addition, this position is responsible for the preparation and submission of financial statements and a myriad of internal and third party users.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Establish and maintain an effective and efficient operational and internal control structure in accordance with generally accepted accounting principles.
- Budget - develop annual budget requests, budget adjustments, provide subsequent oversight, provide quarterly projections, monitor and approve expenditures.
- Audit – serve as resource for all financial, compliance and operational audits including: grant audits, financial statement audits and internal audits performed by the Auditor General and Grants Management.
- Purchasing – provide purchasing support to departments to ensure proper procurement procedures are followed.
- Accounts Payable – ensure proper authorization and recording of payments.
- Accounts Receivable – ensure proper recognition of receipts and deposits.

- Grants Management – monitor and account for grant fiscal activities to ensure compliance with contractual and regulatory requirements.
- Communications – primary/first source of financial communications between departments being served, Division Finance Director, Management & Budget divisions and other interested parties,
- Other projects and duties as requested

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounts receivables and payables
- Knowledge of financial reports related to government use
- Knowledge of supervisory principles
- Knowledge of budget operations
- Knowledge of general ledger software, J.D. Edwards and other ERP solutions
- Knowledge of Yellow Book standards, GASB and FASB standards, OMB Circular A-133 Compliance Supplement, and AICPA Accounting and Auditing Guide for State and Local Governments
- Ability to use judgment, reasoning and decision making skills for executive level initiatives
- Ability to establish effective relationships with constituents at all levels of the County organization
- Computer skills for basic office services
- Advanced spread sheet applications & computing
- Interpersonal leadership skills

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating

- Performance & Results Management
- Political Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Five – Seven (5 - 7) years in professional accounting and financial reporting experience with five years at the supervisory or management level.

Training: Bachelor's degree in Accounting, Finance or related field or equivalent educational experience. Governmental/fund accounting and auditing practices.

License: Certified Public Accountant license (preferred)

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.