



**Robert A. Ficano**  
County Executive

## **CHIEF FINANCIAL OFFICER - MANAGEMENT AND BUDGET**

### **GENERAL SUMMARY:**

The Director of the Department of Management and Budget (M&B) is Wayne County's Chief Financial Officer (CFO). ***This position is appointed by, and serves at the pleasure of the CEO. Approval by the Commission of the appointment is not required.*** The CFO is a member of the executive team. This position will effectuate the provisions of **Article V (Finance)** of the Wayne County Charter. The CFO will also implement administrative procedures and practices required by the Chief Executive and will provide oversight and direction for the activities of all divisions within the Department of Management and Budget.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assesses organizational performance against both the budget and the County's long term strategy
- Develops tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations
- Oversees long-term budgetary planning and costs management in alignment with the County's strategic plan
- Engages the Wayne County Commission and other elected officials around issues, trends and changes in the forecast and operational delivery
- Interacts regularly with rating agencies, editorial boards, underwriters, Federal and State government and other external stakeholders
- Oversees all accounts, ledgers and reporting systems ensuring compliance with appropriate generally accepted accounting principles, regulatory requirements and Management and Budget audit requirements
- Maintains internal control safeguards

- Coordinates all audit activities
- Partners with the Director of Technology to procure specialized finance IT systems that meet the needs of the County.
- Mentors and develops a direct team of Division Directors; managing work allocation, training, problem resolution performance evaluation and the building of an effective team dynamic
- Performs other duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of government finance, budgeting and auditing
- Knowledge of Federal, State and local regulatory requirements related to government accounting and finance
- Ability to analyze financial and statistical reports
- Ability to establish effective relationships with constituents at all levels of the County organization
- Computer skills for basic office services
- Interpersonal skills
- Ability to forecast budget, accounting and finance trends for report to the executive team

**\*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
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

### **DESIRED EXPERIENCE AND TRAINING:**

Experience: Ten to twelve years of broad governmental finance experience in a large organization. This experience must include a minimum of five years experience in progressively more responsible supervisory or management roles with a track record of influencing positive change, performance improvement and accountability.

Training: Masters degree in Accounting, Business Administration or related field or equivalent educational experience. (MBA). .

Licenses: Certified Public Accountant (CPA) license is 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.