



**Warren C. Evans**  
**County Executive**

**DEPUTY CHIEF FINANCIAL OFFICER –  
MANAGEMENT AND BUDGET**

**GENERAL SUMMARY:**

Under the direction of the Chief Financial Officer, the Deputy Chief Financial Officer, assists in planning, directing, and coordinating the financial activities of the County at the highest level of management. This role leads and supports the services, contracts, budget and projects associated with Management & Budget, to ensure effective service delivery, resource utilization and results.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assists in coordinating and directing the financial planning, budgeting, procurement, or investment activities of the organization
- Assists in developing internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting
- Assists in preparing or directing preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies
- Assists in advising management on short-term and long-term financial objectives, policies, and actions
- Assists in analyzing the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed
- Assists in evaluating the needs for procurement of funds and investment of surpluses, and make appropriate recommendations

- Assists in maintaining current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards
- Performs other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions

**\*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: Seven years of broad governmental finance experience in a large organization including a minimum of five years progressive experience in a supervisory or management role.

Training: Bachelor's Degree in Business Administration, Accounting, Finance or a related field or equivalent educational experience. MBA preferred.

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.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
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