



**Warren C. Evans**  
County Executive

**DIVISION DIRECTOR OF CHILDREN AND FAMILY SERVICES FINANCE –  
MANAGEMENT AND BUDGET**

**GENERAL SUMMARY:**

The Division Director of Children and Family Services Finance serves as financial advisor and Department of Management & Budget interface to the Department of Children & Family Services and Corporation Counsel. This position provides professional financial support, safeguarding departmental assets and communication of financial results to departmental administrations, CFO, other Management & Budget Divisions and other interested parties. This role leads and supports the services, contracts, funding and projects associated with CFS, to ensure effectiveness of service delivery, resource utilization and results.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Establishes and maintains an effective and efficient operational and internal control structure in accordance with generally accepted accounting principles
- Budget - develops annual budget requests, budget adjustments, provides subsequent oversight, provides quarterly projections, monitors and approves expenditures
- Audit – serves as resource for all CFS financial, compliance and operational audits including: grant audits, financial statement audits and internal audits performed by the Auditor General and Grants Management
- Purchasing – provides purchasing support to ensure proper procurement procedures are followed
- Accounts Payable – ensures proper authorization and recording of payments.
- Accounts Receivable – ensures proper recognition of receipts and deposits
- Grants Management – monitors and accounts for grant fiscal activities to ensure compliance with contractual and regulatory requirements

- Communications – primary/first source of financial communications between CFS, Management & Budget divisions, CFO and other interested parties
- Performs other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of accounts receivables and payables
- Knowledge of financial principles related to government
- Knowledge of supervisory principles
- Knowledge of budget operations
- Knowledge of accounting software and J.D. Edwards
- 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 (spreadsheets, word, etc...)
- Interpersonal 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
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

## **DESIRED EXPERIENCE AND TRAINING:**

Experience: Six years in professional accounting and financial operations. Experience should include interaction with governing boards, exposure to governmental purchasing/contracting practices, and exposure to a union labor work environment.

Training: Bachelor's degree in Accounting, Finance or similar degree or equivalent educational experience.

License: Certified Public Accountant 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 personnel so classified.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
February 2013