



Warren C. Evans
County Executive

**DIVISION DIRECTOR OF EDGE FINANCE –
MANAGEMENT AND BUDGET**

GENERAL SUMMARY:

The Division Director of EDGE Finance in Management and Budget provides financial guidance and assistance to EDGE and serves as a liaison between EDGE and the Department of Management & Budget. Overall responsibilities include budgeting, reporting and communicating financial results and ensuring County policies and procedures are followed and adhered to. This role leads and supports the services, contracts, funding and projects associated with EDGE Finance, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Reconciles grant program drawdowns per the granting agency's drawdown listing to revenues and related expenditures recorded in J.D. Edwards
- Reviews of Accounting for EDGE Component Units
- Performs Annual Audit for EDGE Divisions and EDGE Component Units
- Prepares annual budgets for all EDGE Divisions (Administration, Mortgage Foreclosure Prevention, Community Development), including Wayne County Landbank
- Prepares quarterly projections for all EDGE Divisions
- Reviews Department Contracts
- Assists EDGE Divisions and Component Units with setting up purchase orders, payment of invoices and reconciliation of amounts paid on contracts vs. amounts available for spending
- Coordinates reviews scheduled by the Auditor General

- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of government accounting
- Knowledge of independent audit process
- 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
- 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 public accounting with focus on financial statement auditing with one year at the management level

Training: Bachelor's degree in Accounting, Finance or a related field 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 this position.

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