



**Warren C. Evans**  
County Executive

## **DIVISION DIRECTOR OF FINANCIAL REPORTING AND ACCOUNTING – MANAGEMENT AND BUDGET**

### **GENERAL SUMMARY:**

The Division Director of Financial Reporting and Accounting oversees the operations of this Division of M&B. This position provides internal and external financial reports, payroll payments/reporting, and oversight of financial services to County departments, other governmental entities and the public, so they can have relevant, timely and accurate information they need to make financial decisions. This role leads and supports the services, contracts, funding and projects associated with Financial Reporting & Accounting, to ensure effectiveness of service delivery, resource utilization and results.

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

- Initiates, reviews and processes general ledger transactions and resolves the accounting for complex financial transactions
- Ensures financial reports and statements are prepared in compliance with applicable Federal, State, and local laws and regulations and in conformity with generally accepted accounting principles. This includes compiling accounting data for preparation of interim and year-end internal and external financial reports and statements
- Oversees and coordinates the County's annual independent external financial audit
- Designs and maintains an internal control structure to ensure County assets are protected from loss, theft or misuse. This includes monitoring internal control issues and developing policy/procedure statements
- Provides technical assistance, guidance and training to County departments, elected officials, the Wayne County Commission, and other third parties on financial process, policy and reporting matters

- Prepares for and attends meetings with the Wayne County Commission as necessary. (Committee of the Whole, Ways and Means, Audit committee, Government Operations, Full Board)
- Oversees processing of payroll, accounts payable and parking
- Performs other duties as assigned

#### **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 and J.D. Edwards
- 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
- 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 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.

License: Certified Public Accountant license

**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.