



# COUNTY OF NYE

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## **CLASS TITLE: Public Works Financial Manager**

### **BASIC FUNCTION:**

Under the direction of the Public Works Director: manages, plans, oversees, organizes summarizes and balances the Public Works Office budget, and the Public Works Office payroll; prepares and monitors budget activities, provides budgetary forecasts, supervises activities of financial accounts. Researches grant opportunities for the Public Works department, and coordinates application with Grants Team. Administers interdepartmental and banking relations and expenditures functions throughout the department. Performs a variety of fiscal, financial, payroll and accounting support to the Public Works Office. Directly supervises, assigns, internal audits and reviews the work involving all finances of the Public Works Office staff. Communicates and coordinates with the County finance staff regarding fiscal and compliance matters. Works under applicable NRS and NAC related to budgets, grants, contracts/procurement, and other financial matters.

### **REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Plans, prioritizes, assigns, supervises, audits, and reviews the work involving finances of the Public Works Office staff; conducts quality-control audits. Instructs employees, provides training and coordinates training programs related to the finances of the Public Works Office. Provides counsel and evaluation of employees within his/her assigned division.
2. Assists in establishing and implementing goals, objectives, strategies, policies and procedures for the Public Works Office finances.
3. Establishes schedules and methods for providing accounting services; identifies resource needs; reviews perceived needs with the Director; allocates approved resources accordingly.
4. Participates in the selection of staff, provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures as assigned while ensuring disciplinary process remains in accordance with federal, state requirements, county and department policy, procedures and collective bargaining agreements.
5. Working with the Comptroller's Office participates in the preparation and administration of the Public Works Office budget; prepares cash flow and expenditure projections submits budget recommendations; monitors all expenditures and provides personnel costs from salary projection.

6. Prepares analytical and statistical reports on operations and activities.
7. Working with the District Attorney's Office and Finance Office Purchasing Team to procure and contract for all Public Works goods, supplies and Capital Projects, processes payments and manages retainage; posts pertinent information; reconciles accounts in accordance with NRS 332, NRS 388, and other applicable NRS.
8. Composes correspondence, charts and reports and submits for approval; reviews the work of assigned staff for accuracy and completeness.
9. Prepares reconciliations of the Public Works Office accounts and activities, such as expense, revenue and grant accounts, as well as special funds. Research discrepancies in various accounts; makes necessary journal entry corrections. Balances all of the Public Works Office accounts at least monthly.
10. Reconciles and maintains a wide variety of accounts; maintains accurate and up to date records and monitors them monthly for accuracy, completeness, and compliance with Federal, State and County policies. Organizes the Public Works Office financial records utilizing financial systems in conjunction with the Comptroller's office.
11. Facilitates response to external requests for information via Public Information Officer.
12. Responds to internal requests for information; reviews, investigates, and corrects errors in financial documents. Oversees month-end financial reporting and assists with end of year close of financial reporting in conjunction with the Comptroller's office.
13. Reviews and enters purchase order requisitions; balances outstanding purchase orders at year-end against encumbrance listing and prepares various financial schedules and reports for the use of internal and external audits as directed.
14. Assists with the Public Works Office payroll along with various payroll queries and reports; assist in preparation of various payroll reports for the Director.
15. Attends and participates in professional group meetings; remains abreast of new trends and innovations in the field of public accounting in conjunction with the Comptroller's office.
16. Assists the Comptroller's Office with all Public Works finances.
17. Responsible for reviewing staff submitted Public Works finance related agenda items and backup. Generates agenda items and backup for the Public Works departmental related needs to appropriate Boards.

#### **SKILLS, KNOWLEDGE & ABILITY:**

Knowledge of principles and practices of public administration; governmental fund accounting; organizational and financial analysis; budget development and administration; basic accounting functions and concepts; cost and revenue analysis; contract review and administration; computer systems and records administration; and

pertinent state and federal laws and regulations.

Ability to maintain a comprehensive budget process; conduct analytical studies and make recommendations; interpret and analyze policies, procedures, regulations and laws; prepare clear and concise analytical/statistical reports and make effective graphical presentations; coordinate multiple projects and deadlines; and communicate effectively orally and in writing to various levels within the organization and with outside agencies..

Skills in developing and implementing departmental and countywide goals, objectives, policies, procedures and standards; financial analysis and problem-solving with regard to budget and fiscal matters; explaining and training others in work-related policies and procedures; developing effective work teams and motivating individuals to meet goals and objectives; and analyzing, evaluating, interpreting, applying and explaining relevant federal, state, and local laws and regulations.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Bachelor's Degree, or equivalent, in Accounting, Finance or other closely related field, and a minimum of three (3) years progressively responsible technical accounting or auditing experience, preferably in public accounting with lead responsibility.

**LICENSES:**

Nevada Driver's License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Direct supervision of the Public Works Office finance staff and indirect supervision of all Public Works staff in relation to financial matters.

**CONTACTS:**

Public Works team members, elected officials, department heads, outside agencies, the public, vendors, and others.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Coordination and vision to use keyboard and video display terminal sometimes for prolonged periods. Strength, dexterity and coordination to handle files and various documents. Occasional lifting of items weighing up to 25 pounds, such as files, stacks of paper, and other materials. Endurance and vision to drive for extended periods of time throughout the County and state.

In compliance with applicable disability laws, reasonable accommodations may be

provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**CONDITIONS OF EMPLOYMENT:**

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.