



COUNTY OF NYE

CLASS TITLE: *Assistant Finance Director*

BASIC FUNCTION:

Organizes, coordinates, and directs financial operations and other related programs, activities, and systems of the County, including a comprehensive program of managing and safeguarding County financial assets. Evaluates and reports the County's overall financial position and results of operations; directs the maintenance of precise financial records and production of accurate financial reports, and facilitates the effective use of public tax dollars through strategic planning and budgetary processes; provides expert professional assistance to County management staff, the Board of Commissioners on financial matters in assistance with or on behalf of the Comptroller. **This position is classified as "confidential" under NRS 288.**

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, organizes, administers, coordinates and directs various financial and other service related operations, programs and support activities through subordinate management and supervisory staff.
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned departments and divisions; directs the preparation and administration of operating and capital budgets for divisions/departments.
3. Develops, coordinates and provides for overall administration of the County's annual strategic financial plan, which includes both operating and capital improvements budgets as well as financing and debt management strategies.
4. Contributes to the overall quality of service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
5. Directs the products of financial reports and statements; ensures reporting compliance with local, state, and federal laws, rules, and regulations.
6. Provides direction over entire budget and financial planning activities for the County.
7. Provides direction over all County fiscal activity, including payroll, records, accounting, accounts receivable and payable and financial systems development and operation.
8. Directs all purchasing and procurement activity for County departments, including contract administration.
9. Confers with County management, the Board of Commissioners and members of other departments regarding departmental, County-wide, or intergovernmental

financial matters; facilitates the resolution of problems and the development of coordinated policies.

10. Oversees the conduct of annual and periodic external and internal audits.
11. Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
12. Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
13. Monitors and interprets changes in laws and regulations related to public agency financing and financial reporting, evaluates their impact upon County activities, and develops and implements policy and procedural changes as required.
14. Plans, coordinates, oversees, reviews and evaluates the work of assigned management and administrative support staff serving as direct reports; provides for their professional development and training.

KNOWLEDGE, ABILITY & ABILITIES:

Extensive knowledge of the principles and practices of generally accepted accounting standards and procedures with emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation; Principles and practices of capital and operational budgeting and funding; federal, state, and local laws, rules, and regulations influencing local government fiscal operations; Techniques of financial strategic planning; principles of investment; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision; Principles and practices of developing teams, motivating employees and managing in a team environment; Applicable codes and regulations; computer applications related to the work; principles and practices of financial auditing; records management principles and practices; Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often when relations may be confrontational or strained.

Analyze, plan, and direct comprehensive financial operations; Develop and monitor a fiscal system, which complies with various local, state, and federal laws, rules, and regulations; Analyze organizational, administrative, and budgetary matters and recommend effective courses of action; Administer programs and staff through subordinate supervision; Develop and implement goals, objectives, policies, procedures and work standards; Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; Interpret, apply and explain complex federal, state and local laws related to the areas of responsibility; Prepare clear and concise reports, correspondence and other written materials; Use initiative and independent judgment within general policy guidelines; Use tact, discretion and prudence in dealing with those contacted in the course of the work.

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: Equivalent to a Master's Degree with major course work in Accounting, Finance, Economics, Business or Public Administration or a field related to the work AND five (5) years of senior level management experience in public finance, accounting and/or budgeting. A Bachelor's Degree in appropriate field and additional senior level management experience that has provided the skills and knowledge to perform all aspects of the position may be considered in lieu of the advanced degree.

LICENSES:

Registration as a Certified Public Accountant (CPA) is desirable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

The County Manager provides administrative direction; responsibilities include direct supervision of staff responsible for financial accounting, budgeting and purchasing, divisions of Finance Department; indirect supervision is provided to professional, technical and support staff.

CONTACTS:

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.

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: Normal office environment.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES OF EQUAL OR LESSER VALUE.

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 any 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 related duties, of equal or lesser value, as required.