

**INGHAM COUNTY
JOB DESCRIPTION**

DIRECTOR/FINANCIAL SERVICES

General Summary:

Under the general direction of the Controller, the Director oversees the accounting, payables, payroll, grant and insurance reporting functions of the County. Recommends related policies and is responsible for preparation of County financial statement and various financial analysis projects.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Administers and develops financial policies for the Board of Commissioners and all county departments and agencies.
2. Manages accounting policies for all county operating funds, special purpose construction and operating grant funds, trust funds, capitol improvement funds and other funds which are deposited with the Ingham County Treasurer.
3. Supervises grant recording of expenditures and revenues and financial reporting thereof.
4. Oversees and directs special financial analysis such as the cost allocation plan and internal audits.
5. Oversees the general ledger, payroll and accounts payable processing. Oversees testing, implementation and modifications of the related software.
6. Responsible for required IRS payroll reports, as well as retirement, deferred compensation, and flexible benefit plan reports and payments.
7. Monitors departments and agencies to ensure compliance with State required and generally accepted accounting principles.
8. Oversees the accounting practices for Drain Accounts, Health Fund, and Friend of the Court.
9. Oversees preparation of the Ingham County Annual Financial Report in compliance with accounting standards established by the Governmental Accounting Standards Board (GASB).
10. Is a member of the Deferred Compensation Committee, responsible for assessing the administration of the plan and its investments.
11. Is a member of the Ingham County 125 Committee, responsible for assessing the administration of the plan and insuring compliance with IRS regulations.
12. May attend Budget and Finance Committee meetings.
13. Oversees and provides guidance for the Annual Audit.
14. Is responsible for the safekeeping of the Ingham County financial data input to the computer system.

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15. Responsible for overseeing the creation and maintenance of an accurate vendor file, and for issuing required reports in a timely manner, such as 1099's.
16. Perform related duties as required.

Other Functions

17. None listed.

Employment Qualifications

Education: Bachelor's Degree. A CPA is preferred.

Experience: Seven years of related experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

Works in office conditions.

October, 2000