



HOWARD COUNTY GOVERNMENT
invites applications for the position of:
**Director of Finance - Department of
Finance**

An Equal Opportunity Employer

SALARY:

\$50.25 - \$86.01 Hourly
\$104,520.00 - \$178,900.80 Annually

OPENING DATE: 06/05/20

CLOSING DATE: 06/30/20 11:59 PM

POSITION SUMMARY/CLASS DESCRIPTION:

Howard County, Maryland is seeking a professional, dynamic, and creative individual to lead its department of finance.

The Director of Finance is an executive exempt (at-will) position that reports to the County Executive. The Director is responsible for the administration of the financial affairs of the County.

Howard County is located between Washington, D.C. and Baltimore, MD with a residential population of approximately 310,000 citizens. The County's main population center, Columbia/Ellicott City, MD has been ranked by Money magazine among the top ten best places to live for the past decade. The County's school system is highly ranked in the state and its library system is ranked in the top one percent of the nation's libraries.

Applicants seeking to serve a county rich in diversity and quality of life are encouraged to apply.

To be considered for this position, applicants must have a complete application that includes all of the following items:

- The online application via NeoGov (access also available on Howard County website under Human Resources/Employment Opportunities)
- Attached formal Cover Letter (required)
- Attached formal Resume (required)
- Attached valid Credentials, Certifications and Licensing (if applicable)

All qualified candidates are strongly encouraged to apply by **June 18, 2020 for initial review, but position will be open until filled**. Applications, resumes and cover letters will only be accepted electronically.

POSITION SUMMARY/CLASS DESCRIPTION:

Performs advanced professional, administrative work directing the general operation of the Department of Finance. Assignments require analytical thinking and extensive independent judgment. Responsible for development and implementation of policy and for efficient administration of all functions of the office.

CLASS DESCRIPTION:

Performs executive level administrative financial work under executive direction. Work includes directing the general operation of the Department of Finance; advising and providing information to the County Executive, the County Council, department heads, and others on

fiscal and revenue matters; and performing other administrative duties. Work also includes collection of all revenues; custody, safekeeping and investing all funds, and disbursement of County funds under applicable accounting standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The director of finance shall have charge of the administration of the financial affairs of the County as stated in Section 11.101 of the Howard County Code to include:

The collection of state, and county taxes, special assessments, the metropolitan district charges, fees and other revenues and funds of every kind due to the county;

The enforcement of the collection of taxes in the manner provided by law;

The custody, safekeeping and investing, as permitted by law, of all funds and securities belonging to or by law deposited with, distributed to or handled by the county;

The disbursement of county funds;

The keeping and supervision of all accounts;

The control of all expenditures on the basis of budgetary appropriations and allotments; and

The preparation for bond sales and advising on debt management.

Works with the County's Pension Oversight Commission to oversee County pension plans.

Manages subordinate supervisors, including the Deputy Director of Finance, who supervises employees in the department . Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Performs other related duties as assigned.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Ten years of increasingly responsible experience as an accountant engaged in finance administration, including a minimum of five years of public finance administration. The director shall have a comprehensive knowledge of the principles and practices of public revenue administration and finance, including investment of funds.

PREFERRED EDUCATION/EXPERIENCE:

Master's degree with major course work in finance, accounting or business. Certification as a Certified Public Accountant (CPA) or Certified Public Financial Officer (CPFO) is desired.

Experience in:

- Billing and collection of property taxes, utility charges, etc.
- Preparing the Comprehensive Annual Financial Report (CAFR).
- Issuing municipal debt and knowledge of the IRS Regulations governing use of tax exempt debt.
- Presentations to major credit rating agencies, testifying before public bodies in support of legislation.
- Pension plan trustee – understanding basic concepts of investing pension assets, funding pensions, actuarial evaluations, etc.
- Investing surplus cash on behalf of the County.

LANGUAGE SKILLS, MATHEMATICAL SKILLS, AND REASONING ABILITY:

Ability to read, analyze, and interpret the most complex documents. Ability to respond

effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or County Council.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS:

The work environment is that of a normal office setting.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Position will remain open until filled.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.howardcountymd.gov>

Job #20-99001
DIRECTOR OF FINANCE - DEPARTMENT OF FINANCE
WH

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