



FREDERICK COUNTY GOVERNMENT
is currently accepting applications for the position of:

Deputy Director of Finance
 Finance Division

An Equal Opportunity Employer

WAGE: \$88,334.00 - \$106,000.00 Annually

OPENING DATE: 05/13/21

CLOSING DATE: 06/04/21 04:00 PM

FLSA STATUS: Exempt

SPECIAL FUNDING: None

JOB INFORMATION:

Exempt; full-time; 40 hours per week; Monday - Friday; 8:00 a.m. – 5:00 p.m.; full-benefits

This professional position performs advanced level comprehensive administrative fiscal work at executive level direction. Work includes providing accounting, auditing and management assistance to the Director of Finance; and assisting in the planning, organization, coordination and direction of the financial programs, policies and activities of the Division of Finance (i.e. Accounting, which includes financial reporting, payroll and accounts payable; Treasury, which includes revenue collection and investment management; Debt and Benefit Trust Management which includes managing long-term financial obligations, disclosure requirements, conduit debt financing, and administration of the County's Pensions, Other Post-Employment Benefits and Length of Service Award Program trust investments). Supervision is received from the Director of Finance.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:

- Ensure that each department within the Finance Division evaluates, plans and implements requirements for internal controls to safeguard County assets and resources
- Manage special projects as assigned by the Director of Finance
- Monitor the Division's expense budget and reallocate appropriations where needed during the year to meet Division goals
- Maintain an automated accounting system, such as Infor, in accordance with generally accepted accounting principles
- Oversee, direct and supervise each finance department in installing, modifying and documenting all aspects of finance-related information systems
- Interpret federal, state, local funding requirements
- Provide various financial reports as required by Federal, State and local laws
- Coordinate program audits and assist with financial audits
- Keep abreast of government financial methods, accounting practices, and all federal, state and local laws and regulations in specific areas such as grants, property taxes and payroll
- Responsible for County's Annual Financial Report (AFR) Management Discussion and Analysis and Transmittal Letter sections
- Assist with coordination of annual and internal audits with internal and external auditors
- Coordinate Finance Division related State fiscal impact notes for legislation introduced by the Maryland General Assembly
- Coordinate all fiscal impact notes for legislation introduced by the Frederick County Council

- Manage the Finance Division's Continuity of Operations Plan, County's Donation and Volunteer Annex, Resource Management Annex and Recovery Annex related to emergency preparedness
- Serve as a source of financial information for County taxpayers
- Act as the administrative liaison between the Division of Finance and all other County agencies
- In the absence of the Director of Finance, assume duties of that position
- Perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed below, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS AND REQUIREMENTS:

The qualifications / requirements, knowledge/skills/abilities and physical demands or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Accounting, Public Administration, Business Administration or a closely related field
- Minimum 10 years of related financial management work experience which must include all of the following:
 - Minimum 4 years of work experience performing administrative duties,
 - Minimum 4 years of work experience preparing financial statements and records,
 - Minimum 4 years of work experience planning, organizing and supervising others
 - Minimum 4 years of work experience in governmental finance
- Currently a Certified Public Accountant, Certified Government Finance Officer or Certified Government Financial Manager - certification must be maintained during employment

KNOWLEDGE / SKILLS / ABILITIES:

- Extensive knowledge in all of the following areas:
 - Accounting, budgeting and financial reporting;
 - County, State and Federal financial and accounting regulations and rules;
 - Automated financial systems; and
 - Current pronouncements of the Governmental Accounting Standards Board and the Financial Accounting Standards Board
- Demonstrated knowledge of trends in state and federal grants management
- Management and organizational skills that show an ability to prioritize tasks, work under time constraints, and demonstrate flexibility in an environment of multiple tasks and shifting priorities.
- Serve as the County project lead and oversee all aspect of finance-related information systems; track and integrate all automated Enterprise Resource Planning (ERP) financial systems, such as Infor, in accordance with generally accepted accounting principles including upgrades
- Knowledge of and ability to analyze grant procedures, guidelines, and requirements
- Ability to effectively analyze and interpret fiscal and accounting details in the preparation of budget estimates and reports
- Ability to compile and transfer data for schedules, tabulations and charts accurately and in pertinent form
- Ability to accurately compile, write and analyze financial statements and reports, and to present financial information in clear, concise terms for varied audiences
- Ability to develop and maintain effective working relationships with co-workers, elected officials, government agency personnel and the general public

- Strong and effective spoken and written communication skills, including public speaking skills and the ability to effectively respond to County Executive or County Council questions and requests in a public forum without advance preparation

PREFERENCE MAY BE GIVEN FOR:

- Experience with utilizing Infor Financial System
- Experience working with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance)

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS:

- While working in this position, the employee is required to constantly sit; frequently reach and occasionally perform repetitive motions
- While working in this position, the employee is required to constantly work indoors

ADDITIONAL INFORMATION / EXAMINATION PROCESS:

- Available for varied working hours and workdays as needed

EXAMINATION PROCESS (may include):

- 1) An evaluation of training and experience
- 2) One or more interviews
- 3) A pre-employment physical examination and drug test

This description reflects management's assignment of essential duties; it does not proscribe or restrict the tasks that may be assigned.

When 'work experience' is stated as a requirement, this is specific reference to on-the-job experience as a paid employee. When considering part-time experience history, 2080 hours = 1 year of experience.

Frederick County Government Division of Human Resources contact information:
<http://www.FrederickCountyMD.gov>

Job #FY21-00439
 DEPUTY DIRECTOR OF FINANCE
 KG

OUR OFFICE IS LOCATED AT:
 12 East Church Street
 Frederick, MD 21701
 Ofc: 301-600-1070
 Fax: 301-600-2314
Human_Resources@FrederickCountyMD.gov

Frederick County is an equal opportunity employer that provides opportunities to employees and applicants without regard to race, color, national origin, ancestry/ethnicity, age, religion, disability (including pregnancy), gender, sexual orientation, gender identity, protected veteran status, genetic information, marital status, familial status (as defined by County law) or any other characteristic protected by applicable laws and regulations. The policy of equal opportunity employment and anti-discrimination applies to all aspects of the relationship between Frederick County and its employees, including recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies.

Deputy Director of Finance Supplemental Questionnaire

- * 1. Have you earned a Bachelor's degree in Accounting, Public Administration, Business Administration or a closely related field?
- Yes
- No

- * 2. Do you have at least 10 years of related financial management work experience?
 Yes
 No
- * 3. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 4. Did your related financial management work experience include at least 4 years of work experience performing administrative duties?
 Yes
 No
- * 5. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 6. Did your related financial management work experience include at least 4 years of work experience preparing financial statements and records?
 Yes
 No
- * 7. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 8. Did your related financial management work experience include at least 4 years of work experience planning, organizing and supervising others?
 Yes
 No
- * 9. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 10. Did your 10 years of related financial management work experience include at 4 years of work experience in governmental finance?
 Yes
 No
- * 11. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

- * 12. Are you a current certified Public Accountant, Certified Government Finance Officer or Certified Government Financial Manager?
 - Yes
 - No
 - * 13. Do you have experience with utilizing Infor Financial System?
 - Yes
 - No
 - * 14. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
 - * 15. Do you have experience working with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance)?
 - Yes
 - No
 - * 16. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * Required Question