



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Chief Financial Officer
Department: County Administration
Classification: Grade 16
Reports to: County Administrator
Supervises: N/A
Normal business hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for the overall administration and management direction for the daily financial affairs of the County. Coordinates risk management, including property/casualty and worker's compensation programs. Oversees the county-wide budgetary system and procedures for County department heads and management. Conducts special county-wide financial management/analysis projects assigned by the County Administrator or County Board. Ensures timely and accurate completion and dissemination of various financial accounting, budget, and risk management information.

Communicates with:

Internally – All staff.

Externally – Vendors, government agencies, committees, County Board of Commissioners and public.

Supervision:

N/A

Telecommute:

Supervisory discretion

Essential Work Functions:

- Maintains risk management, including property/casualty schedules and workers' compensation insurance policies for the County.
- Maintains, directs, and oversees the use of the County's financial accounting/reporting system by reconciling monthly.
- Manages the capital asset inventory system and depreciation to meet all GASB requirements.
- Manages the County's financial system, Integrated Financial System (IFS), and advises departments in proper fund accounting practices.
- Performs the accounts receivable and charge account maintenance in the Solid Waste billing software.
- Conducts County budget process, including preparing and compiling budget documents, providing input based on prior performance, and presenting budget and levy information to the County Board.
- Compiles annual financial statements in accordance with generally accepted accounting principles for State Auditors.
- Compiles and reports monthly cash balances and quarterly comparison of budget-to-actual data for the County Board and management.
- Calculates the sales and use tax owed and makes the payment to the State each month.
- Manage lease and debt payments as well as long-term and short-term debt management and leasing objectives.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in business, finance, accounting or related field.
- Four (4) years of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Experience with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle various projects and problems effectively and professionally.

Persons with Disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with the Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision	X			
Light (Up to 25 pounds of force)		X		
Challenging or threatening behaviors	X			
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position duties at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____