

## COUNTY CONTROLLER

GENERAL STATEMENT OF DUTIES: Performs highly responsible professional administrative duties as the Chief Financial Officer of Genesee County which includes planning, organizing, coordinating and directing the financial activities of the County; works with department heads to implement Board policies and directives; Directs the administration of retirement, risk management, purchasing and motorpool; serves as an ex-officio member of the boards governing the Genesee County Employees Retirement System (GCERS) and the Voluntary Employees Beneficiary Association (VEBA) as serves as Chairperson of the Self-Insured Trust Committee. Serves at the pleasure of and is appointed by the Board of Commissioners. Work is reviewed by the Board and independent auditors; performs related duties as required.

### STATEMENT OF TASKS:

Responsible for preparation of the County budget;  
Provides timely, accurate and clear communication to the Board of Commissioners as requested;  
Directs the maintenance of a central accounting system consistent with established municipal accounting principles and practices;  
Directs accounting functions in sufficient detail to produce adequate cost, financial and statistical data for management purposes to meet statutory requirements;  
Provides documents to implement the disbursement of all funds in accordance with officially established procedures;  
Prepares financial statements, cost reports and statements of receipts and expenditures at regular intervals for use by the Board and other officials;  
Develops and is responsible for an internal audit system which ensures financial controls;  
Closely interacts with County Corporation Counsel and Human Resources Director regarding overall County operations;  
Directs the County's liability insurance program, the risk management program (excluding personnel benefit programs) and the county purchasing functions;  
Participates in the negotiation of leases and the sale and purchase of property;  
Supervises employees of the Controller's office.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of general laws and administrative policies governing County financial practices and procedures;  
Thorough knowledge of internal audit practices;  
Thorough knowledge of manual systems;  
Thorough knowledge of computer systems;  
Knowledge of pension, deferred compensation, defined contribution and VEBA plans;

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Knowledge of risk management;  
Knowledge of government purchasing regulations;  
Knowledge of motorpool operations;  
Knowledge of retirement administration and investments;  
Ability to formulate and install standard accounting methods, procedures, forms and records;  
Ability to prepare informative financial reports;  
Ability to supervise staff, evaluate work performed by subordinates, and implement training as needed;  
Ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, risk management and purchasing;  
Ability to analyze tasks and processes as needed;  
Ability to establish and maintain harmonious working relationships with other department heads and government officials;  
Ability to make highly effective oral and written presentations;  
Ability to attend work regularly and work under stressful conditions.

### DESIRED QUALIFICATIONS:

Bachelor's degree in Accounting or Finance **AND** ten (10) years directly related experience.

**-OR-**

Master's degree in Accounting or Finance AND five years directly related experience.

Certification in Accounting, or Finance e.g. CPA, CMA, CPFA or GFOA certification preferred.

Established: April 10, 1971  
Revised: December 31, 1991  
Revised: June 26, 2001  
Revised: January 16, 2013  
Revised: February 6, 2013  
Revised: August 9, 2016

  
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Human Resources Director