

## GCCARD FINANCE DIRECTOR

**GENERAL STATEMENT OF DUTIES:** Performs highly responsible and complex duties in the planning, development, implementation of financial policies and procedures and general financial administration and supervision of GCCARD Finance Department; works under the supervision of the GCCARD Deputy Executive Director; performs financial related duties as required and assigned.

**STATEMENT OF TASKS:**

Supervises subordinate staff, including clerical, professional and supervisors, as directed by the Deputy Executive Director;

Assists in the day-to-day administration of GCCARD finance and operations;

Plans and organizes the development and implementation of financial computer applications and new office procedures;

Oversees the design, implementation, coordination, and supervision of financial management information systems

Assists in the supervision of financial programs and procedures of GCCARD operations;

Serves as technical financial resource for GCCARD programs and staff;

Interviews applicants for financial employment;

Serves the public as necessary and assists staff with difficult financial problems and situations;

Prepares and/or assists in the development of GCCARD Financial Statements, Statement of Expenditures, Program / Department Budgets;

Acts as liaison with County departments and officials, and state and federal agencies regarding financial matters, at the direction of the Executive Director.

The class specification 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 maybe required to perform.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of GCCARD financial procedures and policies;

Thorough knowledge of laws governing / regarding financial matters of GCCARD grants;

Knowledge of computer application regarding financial matters;

Ability to work cooperatively with local, state, and federal agencies;


Ability to deal effectively with the public and professionals;

Ability to develop and implement policies and procedures regarding financial matters;

Ability to communicate effectively both orally and in writing, including presentations to public and governmental groups;  
Ability to maintain good interpersonal relationships;  
Ability to supervise effectively.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting or Business with at least twenty-one (21) semester hours in accounting classes and five (5) years governmental accounting or non-profit accounting or grant accounting experience involving the maintenance of ledgers and the preparation of annual financial statements;

  
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Human Resources Director

Established: December 7, 2014