



Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

DEPUTY DIRECTOR, FINANCE

OVERVIEW

The Mercer County Finance Department is seeking a Deputy Director of Finance. Under direction, the Deputy Director of Finance manages the financial operation of Mercer County by reviewing expenditures for compliance with budget policies, verifying accuracy of processed fiscal actions, estimating revenues and expenditures, monitoring internal financial controls, developing budgeting systems, evaluating the organization's financial condition, and issuing bonds and notes. Administers the policies and procedures as required. This position reports to the Chief Financial Officer.

RESPONSIBILITIES

(The list is not inclusive, and the position may require duties not listed, if necessary, to accomplish the work of the Department)

- Supervises and performs professional functions involved in the analyses and audits of accounts, vouchers, and other records, and prepares statements concerning the financial condition of the County.
- Develops and maintains a system of accounts consistent with the policies, procedures, and requirements of the County and applicable state/federal statutes and rules. Ensures that financial operations are in accord with all legal requirements.
- Provides technical guidance in reviewing, analyzing, evaluating, and reporting on program accomplishments in financial terms.
- Reports on and interprets financial data with the objective of promoting economy and efficiency in the execution of programs.
- Develops, coordinates, and executes financial policies, procedures, and plans, including recommended cost containment measures to ensure efficient fiscal administration.
- Participates in preparation of annual operating and capital budgets in accordance with established procedure and policies and keeps the Chief Financial Officer advised of the financial condition of the County, including the status of major projects and programs. Oversees and aids staff responsible for developing specific components of the budget.
- Monitors expenditures against allocations to ensure disbursements do not exceed authorized funding levels.
- Reviews disbursements and controls to ensure adherence to contractual obligations.
- Maximizes revenues by ensuring proper state/federal reimbursements.
- Conducts and arranges for the conduct of periodic audits and inspections of varied financial transactions and records.
- Prepares, supervises, and analyzes required fiscal, statistical, budget, and financial reports.

- Develops, coordinates, and maintains an integrated system of financial staff services including the syntheses of data and efficient information flow to provide the necessary financial control for the County.
- Serves as a technical advisor on financial problems and other related matters.
- Keeps the Chief Financial Officer informed of essential matters related to County fiscal operations.
- Prepares correspondence in the course of official duties.
- Supervises the establishment and maintenance of essential records and files within the Finance Department.
- Evaluates employee performance and recommends promotions. Interviews full time and part time job applicants. Develops, directs and coordinates, hiring, training and evaluation of staff personnel.
- Manages work operations and/or functional programs within the Finance Department, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees

REQUIREMENTS

Graduation from an accredited college with a Bachelor's degree in accounting, budgeting, finance, economics, or public or business administration. A Master's degree in Accounting, Public Administration, or related field, or equivalent experience, is preferred.

Minimum of (4) years' experience in the principles, methods, and procedures used in budgeting, accounting, internal auditing, internal control, program evaluation, and financial management. Experience working with payroll/financial systems to include Primepoint and/or Edmunds is ideal, but not required.

A CCFO certification or the ability to attain said certification within three years, and at least two years of experience in government finance is required. Per N.J.S.A. 40A:9-140.1-3.

KNOWLEDGE, SKILLS, AND ABILITIES

Advanced knowledge of and ability to make practical application of financial and accounting principles, ability to perform relevant arithmetic and algebraic calculations, and maintain accurate records, including recording and reconciling financial data and creating related reports.

Advanced knowledge of the principles and practices of general governmental and municipal finance, preferably in New Jersey. Working knowledge of Federal, State, and local policies, procedures, and legal requirements; and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Thorough knowledge of the principles of budgeting and governmental accounting, ability to interpret financial records and reports. Thorough knowledge of the basic financial, statistical, and comparative analysis principles, techniques, and formulas.

Ability to forecast budgetary increases/reductions, estimate budgetary needs, and allocate resources accordingly.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, and maintaining progressive discipline in accordance with established Mercer County policies and procedures.

Ability to analyze, develop, and interpret County policies, and collaborate with all Departments, associates, subordinates, and others having an interest in County government.

LICENSES:

Must possess a valid state driver's license.

SALARY:

\$125,000-\$155,000

TO APPLY:

Mercer County residency required. Send application, resume and cover letter to: Alejandra M. Silva, Deputy Director of Personnel, Mercer County Administration Building, 640 South Broad Street, PO Box 8068, Trenton, NJ 08650-0068 or via e-mail to personnel@mercercounty.org.