

**MOBILE COUNTY PERSONNEL BOARD
invites applications for the position of:**

DIRECTOR OF FINANCE (MOBILE COUNTY COMMISSION)

SALARY:	See Position Description
OPENING DATE:	06/01/16
CLOSING DATE:	07/01/16 11:59 PM
GENERAL INFORMATION:	

This is administrative and professional work in policy formulation and management of financial affairs for the Mobile County Commission.

NOTICE:

Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the attachments tab on the application screen when you are applying.

It is extremely important to provide a valid email address on your application and to monitor the email account for notifications and additional information.

As you create a JobOpps account, you will be asked for Notification Preferences (email or paper). Paper notification is not available; therefore, "email" should be selected. All notifications will be sent by email only.

To ensure that messages arrive in your inbox safely, please add **@personnelboard.org** and **@governmentjobs.com** to your Safe Sender list. If you need details on how to add email addresses to your Safe Sender list, please refer to the Help documentation of your email program, or contact your email service provider.

JURISDICTION

MOBILE COUNTY

YEARLY RATE

\$80,962 - \$129,430

HIRE RATE: \$80,962 - \$101,111 (depending on qualifications)*

*In accordance with Personnel Board Rule 5.2 (a), at the discretion of the Appointing Authority, an applicant may be appointed up to the mid-range of the pay plan for professional and technical positions.

EXAMINATION: IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY. No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the job-specific Supplemental Questions. Applicants must provide all background information and supportive documents as requested on the application, supplemental questions and job posting.

REQUIREMENTS:

MINIMUM QUALIFICATION REQUIREMENTS:

Attainment of a minimum of a bachelor's degree from a recognized college or university in accounting or closely related area, preferably a master's degree, and a minimum of five years' experience in governmental financial planning and administration, including a minimum of three years' responsible supervisory experience; or a combination of education and experience equivalent to these requirements.

ESSENTIAL REQUIREMENTS OF THE WORK: Comprehensive knowledge of the principles, methods and practices of governmental finance; thorough knowledge of the principles and practices of public administration; thorough knowledge of the approved principles and standard practices of centralized, budgetary and accrual accounting, planning, economic development and other areas; good knowledge of accounting information systems; ability to interpret relevant state, federal, local, and special program laws and regulations; ability to plan, organize and direct the work of several separate operating units engaged in a variety of financial and related activities; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

DESCRIPTION:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Develops, presents and administers the County's annual operating and capital budgets; directs the design, planning, implementation, and maintenance of central accounting systems; oversees the posting of expenditures (including contract payments) and cash receipts; oversees accounting controls, purchasing, payroll, and other related activities; supervises preparation of accounting statements on County financial affairs for administrative officials and the general public; directs preparation of revenue, expenditure, debt, cost and other statements; compares performance with operating plans and standards; interprets financial data and submits reports; provides management reports and presentations on deviations from the projected budget, revenue projections, and other trends to facilitate executive decision making and required adjustments; ensures that a system of internal controls is adequate to safeguard the County's assets and insure the integrity of the financial statements; compiles data for bond sale prospectus and information for bond-holders; analyzes current financial condition and recommends fiscal actions; supervises purchasing, payroll, accounts payable, accounts receivable and other sections; attends meetings and conferences; answers inquiries from other governmental agencies and the public; resolves difficult complaints; supervises the maintenance of inventory control records; performs related work as required.

IMPORTANT INFORMATION:

An employee in this class is responsible for preparing the annual budget, conducting financial studies, designing and managing a complex accounting system, formulation and execution of broad policies and coordination of the work within the Commission office and with other departments and agencies. The Director of Finance advises and consults with public officials and department heads on fiscal problems and supervises the preparation of data which is essential to policy and administrative determinations. Work is performed under the general direction of the County Administrator, Deputy County Administrator or other superior in accordance with accepted accounting principles and procedures with considerable latitude for independent judgment within established guidelines. Supervision is exercised over professional and clerical employees as assigned.

IMPORTANT INFORMATION FOR ALL APPLICANTS

NOTICE:

Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the *attachments* tab on the application screen when you are applying.

All applications must be submitted online through the Mobile County Personnel Board *JobOpps* site.

Paper applications will not be accepted and will be returned.

An email address is required for all applications. For information on obtaining an email address, visit the [FAQs link](#) on the [Job Opportunities](#) page at <http://www.personnelboard.org/>. The Mobile County Personnel Board does not endorse any particular provider.