

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **SOLID WASTE FISCAL MANAGER**

**Department:** Solid Waste  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 2072  
**Risk Code:** 8810

#### **JOB SUMMARY**

Performs administrative and management work associated with the fiscal operations within the Solid Waste Department. Work is performed under the general direction of the Solid Waste Director.

#### **ESSENTIAL JOB FUNCTIONS**

- Provides financial and budgeting expertise by acting as the key liaison person between Solid Waste, Budget, and Finance Departments of Marion County.
- Inputs account data and fiscal information into internal fiscal tracking system in order to ensure that reported budgetary information is accurate and consistent by reconciling accounts monthly.
- Develops, implements and monitors fiscal processes to insure compliance and audit trails.
- Monitors and reviews agreements with consultants for conformity with the terms and conditions of the agreements.
- Gathers, compiles, and analyzes financial information on utility related issues for the preparation of required planning documents and budgets.
- Monitors revenue and expenditure components of the department budget and all utility agreements with other government agencies, private developers, or businesses to ensure that all charges are current and obligations of the agreements are met in a timely manner.
- Monitors bonds, loans and other supporting revenue generating documents and projects, ensuring that all required documentation and verification of work is present for payment determination. Reports financial status of bond projects and funding to the Solid Waste Director on a monthly basis.
- Reviews and assesses the financial aspects of utility ordinances and resolutions.
- Monitors and tracks agreements, contracts and grants to insure conformity with the terms and conditions of the same.
- Develops monitors and coordinates ITB's, ITQ's, RFP's and RFQ's.

- Monitors and prepares financial statements supporting the solid waste operations, to include rate studies analysis. Integrate analyses into solid waste budget.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position may supervise other employees. Will work closely with the Solid Waste Director, solid waste employees, and other County departments to successfully develop and oversee budgets, contracts, and funding programs approved by state or federal agencies.

### **QUALIFICATIONS**

#### **Education and Experience:**

Graduate from an accredited college with a bachelor's degree in Finance, Accounting, or Business Administration. Five (5) years progressively responsible and professional experience in government or private programs related to accounting or planning. Two (2) years of supervisory experience; or any equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- CPA License preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret complex financial reports and legal documents.
- Ability to respond to common inquiries from developers, consultants, or members of the financial community.
- Ability to maintain detailed reports, spreadsheets, or databases that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to calculate figures, accounts, and projections, such as amortizations, growth projections, revenue projections, and annual depreciations.
- Requires the ability to identify trends in expenditures and revenues.
- Requires the ability to apply concepts of advanced algebra.
- Problem Solving Ability
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret an extensive variety of data in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually. Functions as an expert in matters of rules and policy for accounting, finance and budgeting.
- Strong organizational skills and ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Knowledge of the functions, operations, and structure of County government.
- Extensive knowledge of the principles and practices of accounting along with the ability to perform research and interpret data.
- Ability to analyze statistical and other data and prepare professional reports, and provide information from these sources to discuss markers.
- Requires the ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- Ability to taking a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Knowledge of statutes, rules, regulations, principles and practices and procedures related to government and County.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will frequently be required to sit. Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Must be able to carry ten pounds. Requires the ability to differentiate between colors and shades of colors.

#### **WORK ENVIRONMENT**

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The noise level is moderate. Majority of work performed is inside an office. Job functions are performed during the normal workday, however may require night or weekend meetings or in-state travel.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***