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# Meagher County

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## FINANCE OFFICER / HUMAN RESOURCES JOB DESCRIPTION

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Finance Officer / Human Resources	<b>FLSA Status:</b>	<input checked="checked" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
<b>Department:</b>	Finance	<b>Reports to:</b>	Commission	

**Work Unit Overview:** The mission of the County Finance Office is to provide accurate and timely financial support services to public officials, departments, and the public.

**Job Summary:** The Finance / Human Resources Officer maintains the county's financial and human resource activities and preserves the official record thereof. Work is performed in conformity with statutory requirements; work varies considerably, requiring individual judgement and self-directed prioritizing.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Manage county financial activities and accounting to meet reporting needs in compliance with local, state and federal regulations.
- Tracks county assets valued at \$5000 or more and updates the county depreciation schedule.
- Provide assistance to county departments regarding accounting, purchasing, budgeting, payroll and revenue collections.
- Conduct budget planning, compile and submit detailed budget requests, amendments, funding transfers and related items to the county commission for review.
- Prepares and submits the Final Budget Document.
- Prepares and distributes monthly and quarterly budget reports.

- Performs all the duties of the Human Resource activities for the County.
- Responsible for county payroll functions, ensuring consistency with county policies and procedures. This includes overseeing payroll processes, vacation and sick accruals, retirement and health insurance benefits and other related activities.
- Prepares, updates and maintains salary schedules for county employees.
- Administers financial compliance with all funding sources to ensure compliance with federal and state regulations.
- Compiles information for the Annual Financial Report. Submits final report to the State of Montana.
- Oversees the development of County policies and procedures.
- Inform the County Commission promptly of all pertinent financial and human resource matters.

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training etc.
- Coordinate county responses to audits from other agencies, implementing recommendations approved by the commission.

**Physical Demands and Working Conditions:**

- Work occurs in a County Courthouse and is in a normal office environment and may involve overtime during peak workloads.
- Work involves physical demands associated with working on a computer, communicating over the phone and in person and light lifting and filing.
- Requires vision sufficient to read rules, accounting reports contracts computer print outs and other printed material; hearing sufficient to hear conversations in person and over the phone; dexterity to operate office equipment; mobility to move in a normal office environment; strength sufficient to lift and carry office supplies and materials/ endurance sufficient to maintain activity throughout the work day.

**Supervision Exercised:** Supervises all employees of the Finance Department.

**Knowledge, Skills, and Abilities:**

This job requires knowledge of generally accepted payroll, accounting and bookkeeping practices and principals, administrative and clerical procedures; business computer applications such as word, excel and outlook.

This job requires skill in mathematics; communicating verbally and in writing; and quickly and accurately processing transactions.

This job requires the ability to operate general office equipment including computers and software applications; to read and interpret documents such as spread and balance sheets, invoices, correspondence; write routine reports and correspondence; establish and maintain effective working relationships; use independent judgment to solve problems; and respect the confidentiality of information related to accounting duties.

Occasional out of town meetings which may require an overnight stay.

Ability to maintain confidential information

Daily contact with elected officials, department heads, and the public regarding financial records and public documents.

**Education and Experience:**

This job requires a High School diploma or a GED. Two (2) years related work experience preferred.