



## CLASS SPECIFICATION

Class Code: 60009407  
Date Established: 02/1998  
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FLSA: exempt

### CHIEF FINANCIAL OFFICER

#### **DEFINITION**

Under administrative direction of the County Manager, and as part of the executive team, promotes the sound and secure operation of County financial functions and risk management programs and directs the functions of Finance, including Budget, County Comptroller, Debt Management, Grants Administration, and Internal Audit; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A master's degree from an accredited college or university in finance, accounting, business administration, economics, public administration, or closely related field AND ten years of full-time management experience in financial administration for a public agency; OR an equivalent combination of related education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over management and department director level staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide guidance and leadership in financial management matters to facilitate and ensure the fiscal stability and sustainability of the County.

Provide direction and leadership in the operations of the Finance and Budget Division, which includes debt management and long-range financial planning, the Comptroller's Office, which includes accounting, financial reporting, collections, risk management and purchasing, grants administration, and the County's Internal Audit program to ensure efficiency and compliance with established laws, codes, regulations, and County fiscal policies.

Oversee the County's financial planning and financial and accounting policies; coordinate changes in financial reporting requirements; make recommendations for corrective action and submit status reports to the County Manager and Board of County Commissioners regarding the financial status of the County and potential financial opportunities or concerns in the future.

Oversee the analysis of data and make recommendations to the Board of County Commissioners regarding revenues, expenditures, indebtedness, bond issuances, bond refinancing, capital improvement projects and infrastructure financing and cash requirements.

Supervise assigned staff, which includes staff selection; providing professional development; coaching and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Monitor and coordinate required fiscal reports, budgets, and cash flow tracking in accordance with established legal requirements, County policy and prudent financial practices.

Evaluate the financial impact of existing regulations and proposed legislation on County plans; identify and recommend alternatives and options; communicate changes to all affected parties.

Participate in special projects, intergovernmental task forces, and teams including General Improvement Districts.

Effectively and professionally represent the department to the public, elected officials, other government agencies, and media through communications and presentations on behalf of the County to the legislature, committees, intergovernmental agencies, and various groups and by participating on various boards, commissions, and committees as assigned.

Serve as a liaison for the County Treasurer and County Assessor's Offices.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and/or needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County budget and finance policies and procedures.

Washoe County purchasing and contracting policies and procedures.

Departmental organization practices and procedures.

County operations and their fiscal impact.

Nevada Statutes, which impact County operations.

Computer software specific to the department operations.

### **Ability to:**

Respond to and deal effectively with the media.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation procedures.)*

### **Knowledge of:**

Principles of management and organizational theory.

Principles and practices of sound strategic financial management; including budgeting, long-range financial planning, cost/benefit analysis, forecasting revenues, risk assessment, and fiscal impact of programs.

Principles and practices of public finance administration and management.

Principles and practices of supervision and training.

Principles and practices of governmental accounting.

Reporting and disclosure requirements of governmental entities.

Infrastructure and capital financing methods, including bond issuances and ongoing debt management.

Public administration and governmental operations.

### **Ability to:**

Effectively lead, inspire, and motivate professionals to create high functioning teams.

Work effectively and collaboratively with various financing team members, including municipal advisors, bond counsel, and rating agencies.

Communicate effectively both orally and in writing to all levels within the organization and other agencies.

Interpret and analyze policies, procedures, regulations, and laws.

Effectively and professionally represent the department to the public, elected officials, other government agencies, and the media.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Coordinate diversified activities to reach a common goal.

Analyze data and make appropriate recommendations.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical abilities and work environment.)*

May be required to attend meetings outside of normal working hours.

Must be able to work in a professional office environment; operate office equipment including computers, telephones, calculators, copiers, and FAX machines; and have sufficient hearing and speech to communicate effectively in person or over the telephone.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*