



Title: Finance Director
Department: Webb County Sheriff's Office

Grade/Step
Pay Grade: 21

JOB SUMMARY

Primary duty is accounting, financial, and budgetary management, proper reporting, and supervision of the Finance Division of the Webb County Sheriff's Office. Exercise of discretion and independent judgment. Work requires knowledge in the field of accounting payroll and budget. Management and supervision of clerical and professional staff. Works under the direct supervision of the Assistant Chief Deputy.

MAJOR DUTIES

- Prepares and audits state and federal reports, including quarterly and annual wage and tax reports for the Internal Revenue Service (IRS).
- Prepares wage reports for the Texas Workforce Commission (TWC); and monthly reports for employee retirement.
- Conducts audits of data to be entered into the payroll/personnel system; coordinates with multiple sections to ensure accuracy of data and conformity of established procedures; and generates reimbursement calculations, provides notifications, prepares deposits and processes transactions.
- Interprets, resolves, and responds to problems or questions related to payroll.
- Assists in preparing and maintaining various accounting documents, periodic and special financial analyses, and related financial reports for budgetary and administrative use.
- Conducts proper and timely reporting and complies with all rules and provisions regarding the utilization of state, U.S. Treasury, and federal forfeiture funds seized and forfeited using the appropriate policies, procedures, and guidelines.
- Serves as cashier, maintains proper documentation, follows all required policies, procedures, guidelines, and regulations for monetary Imprest funds; safeguards confidentiality of all investigations; and utilizes all needed internal controls regarding the monetary Imprest funds.
- Duties include the supervision of accounting staff.
- Performs any other needed duties as assigned or required by the Webb County Sheriff, Chief, and/or their designee.

KNOWLEDGE REQUIRED BY THE POSITION

Working knowledge of generally accepted accounting principles and procedures, of general office practices, and of applicable laws governing maintenance of accounting, forfeiture accounts, and payroll records. Skill in the use of standard office equipment including computer terminals and personal computers using both spreadsheet and word processing software packages. Ability to: comprehend computer print-outs of payroll and related accounting data and rapidly audit such data to assure accuracy and completeness; communicate and interact effectively with Sheriff office employees and staff; and perform effective examination and processing of detailed data for long periods of time (2-4 hours).

- Knowledge of generally accepted accounting principles affecting the maintenance of accounting records and automated accounting systems.
- Knowledge of automated systems related to accounting, budgeting, inventory control, property management, or purchasing.
- Knowledge of Advanced Purchasing and Inventory Control Systems (ADPICS) or LONESTARS financial accounting systems.

- Knowledge of applicable state and federal laws, rules, regulations and statutes.
- Knowledge of agency and Sheriff Office organizational structure, policies, procedures, rules, and regulations preferred.
- Skills to perform complex accounting transactions.
- Skill to interpret and apply accounting theory and to analyze and interpret financial data.
- Skill to research and resolve complex financial discrepancies and inquiries.
- Skill to communicate ideas and instructions clearly and concisely.
- Skill to coordinate with other staff, Webb County Offices/Departments, officials, agencies, organizations, and the public.
- Skill to interpret and apply rules, regulations, policies, and procedures.
- Skill in administrative problem-solving techniques.
- Skill in the use of computers and related equipment in a stand-alone or local area network environment.
- Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
- Skill to type 45 words per minute (with no more than 10 errors) required; 50 words per minute preferred.
- Skill to operate a 10-key calculator by touch.
- Skill to train and supervise employees.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Finance Director assigns work in terms of general instructions.

GUIDELINES

Guidelines include the Local Government Code, the Standard Operating Procedures Manual, Department of Justice Regulations regarding Equitable Sharing for Local Law Enforcement Agencies (forfeiture funds), and county and departmental policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to supervise department financial, budget management, human resources, and grants management functions. Success in this position contributes to the efficiency and effectiveness of department administrative operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs. (boxes, files, and other small equipment or devices).
- Must be able to work outdoors as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is NOT covered by Civil Service; and, therefore, is NOT subject to the Civil Service Rules and Regulations. Other Webb County relevant policies apply.

MINIMUM QUALIFICATIONS

- Bachelor’s degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) preferred. Major course work in Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- Must have a High School Diploma or GED.
- Four years full-time, wage-earning accounting, bookkeeping, auditing, purchasing, or financial operations experience to include one year in computer operations preferred.
- Two years full-time, wage-earning experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
- Two years full-time, wage-earning experience in the use of automated systems related to accounting, budgeting, inventory control, property management, or purchasing preferred.
- Experience in the supervision of employees.
- Successful candidate must be a US citizen or possess a visa.
- Any conviction for a felony disqualifies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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