



Job Title: **Assistant to the County Administrator & Finance Specialist**
Reports To: County Administrator
FLSA Status: Hourly, non-exempt
Approved/Revised: _____, 2023

Job Summary

This position reports to and works closely with the County Administrator and will oversee multiple responsibilities for Alpena County that will include, but not limited to, primary responsibility for: all real and liability insurances, budget reporting, coordinate budget preparation, timely financial reporting and analysis, capital asset management, grant management/reporting and working on annual audit. While this position reports directly to the County Administrator, it will also work directly with all Departments, the Board of Commissioners, and other elected officials. The ideal candidate will possess excellent written and communication skills, have a good working knowledge of accounting software [BS&A] and be able to handle all aspects of the fast-paced County Administrator's office environment.

ESSENTIAL FUNCTIONS:

1. Assists the County Administrator in the formulation of strategic and organizational planning.
2. Assists in all asset and fiscal planning, implementation of County policies and programs approved by the County Board of Commissioners.
3. Assists in the preparation of, monitoring and reporting on all County budgets. Responsible for preparing any necessary analysis and reporting needed by the County Administrator, County Commissioners or other elected officials.
4. Responsible for real and liability insurances for the County; monitoring policies and claims, working with agents on policy renewals, changes and reporting.
5. Assists County Administrator with monitoring operations, staffing levels, facilities, and equipment. Assists with analysis of budgetary and resource needs, making recommendations for improvements, and implementing changes.
6. Recommends objectives and associated goals for various departments/services to achieve the most cost effective and efficient operation possible.
7. Responsible for working directly with auditor and County Treasurer on annual audit, working with Department Heads on updates to CIP, and responsible for asset tracking in accounting software.
8. Assists with ensuring that the Board's direction is carried out and County policies, rules, regulations, and services are properly implemented.
9. Responsible for grants management, tracking and compliance reporting.
10. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues.
11. Oversees special projects associated with overall County development, at the direction of the County Administrator.
12. Represents the County at a variety of community events and activities in support of positive public relations initiatives and developing liaison relationships between the community and the County.
13. Punctual and consistent attendance is an essential function of this position.

The above statements listed are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: To be considered for this position the required qualifications would be Associate's Degree in accounting, finance, or a similar related field and at least 3 years progressive experience in accounting and financial management. Bachelor's degree in a related field is preferred. Governmental accounting or a background in analytical financial analysis is desirable.

Driving Record: Must maintain a valid Michigan Driver's License and a satisfactory driving record.

Relationships: Must possess the ability to develop and maintain cooperative and professional relationships with fellow employees, representatives from other agencies, and supervisors.

Decision Making: Must possess ability to use sound judgment and decision-making skills to evaluate situations, establish priorities, and resolve matters.

Effective Communicator: Must possess the ability to actively listen and communicate effectively through clear speech and hearing.

Accuracy: Must possess the ability to write clearly and spell correctly.

Typing: Must possess the ability to type 35 WPM corrected.

Testing: Must pass County provided physical and drug test as well as a background investigation.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more these requirements.*

Working Conditions:

This position involves sitting, being mobile, bending and/or standing for significant periods of time.

Employee Acknowledgement:

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Employee

Signature: _____ Date: _____

Reviewed &

Approved by Department Head: _____ Date: _____

Reviewed &

Approved by County Administrator
or Elected Official: _____ Date: _____