

**LAKE COUNTY
POSITION DESCRIPTION**

TITLE: DIRECTOR FINANCIAL OPERATIONS

SPEC CODE: 1225

Note2: This specification was created with information from the original job description and the Job Analysis Questionnaire.

DUTIES

GENERAL DESCRIPTION

The general function of the position within the organization is to design, implement, coordinate and monitor the financial operations of the Office of the Circuit Court Clerk. The position is responsible for developing and implementing an annual budget using the County of Lake's guidelines and software system; collecting, posting and distributing monthly fines, fees and costs of the courts; and creating monthly and annual reports. This position is under general direction.

PRIMARY DUTIES: *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Plan, develop and implement complex financial and other administrative strategies for the efficient operation of the department.

Plan, organize, review and supervise the work of subordinate accounting clerical personnel engaged in reviewing, approving, and recording the payment of Court obligations.

Supervise the preparation, or prepare monthly financial reports; design, direct, and coordinate the establishment of internal budget controls.

Analyze internal accounting methods and procedures and recommend changes to bring about an increased accuracy, economy of operations, and improved reporting.

Prepare annual budget; prepare monthly receipts and distributions; prepare annual audit report, prepare reports as required by the Administrative Office of the Illinois Courts.

Perform daily banking functions; manage banking relationships.

All other related duties as assigned.

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GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of a large department or through interpreting policy as legal counsel.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra involving variables and formulas, basic geometry or computing discounts and interest rates.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads journals, manuals, and charts to solve practical problems such as assembly instructions for tools, routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word forms.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

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Makes decisions with serious impact - affects most units in organization and may affect citizens; probability of loss of life and/or damage are likely.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a bachelor’s degree from an accredited college or university in finance, economics, accounting, business, or public administration.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

CPA recommended.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of experience in business or public management or any comparable position. Requires knowledge of analyzing, preparing and presenting a budget. Knowledge of the rules, regulations, policies and procedures of County government. Considerable knowledge of principles and practices of public and/or business administration. Advanced knowledge of professional accounting practices, budgeting, statistics and procurement. Advanced knowledge of PC operations and software (Word processing and spreadsheet) required. Experience in preparing cost-benefit studies, and bank treasury management.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

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Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

None.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Lake County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

** FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.*