Finance Manager

Department	Auditor/Treasurer
Classification	Grade 18
Reports to	County Auditor/Treasurer
Unit	Non-Union
Supervises	1 - Payroll Coordinator
	1 - Accounting Technician
FLSA Status	Exempt

Position Description

This position directs the financial operations of the county including day-to-day financial and audit work and is responsible for administration of the county-wide payroll. In addition, assist the County Auditor/Treasurer with policy development and elections support.

Essential Duties and Responsibilities

- Provide direction and support to the Auditor/Treasurer department accounting positions and coordinate county-wide accounting functions.
- Account for all monies submitted to Hubbard County.
- Coordinate with the County Auditor/Treasurer all county bank accounts, including cashbooks and transfer of funds.
- Administer month-end close, reconciliation of balance sheet accounts.
- Maintain chart of accounts within financial system, in compliance with MN County Financial & Accounting Reporting Standards (COFARS).
- Maintain inventory of County capital assets; calculate depreciation and audit reports.
- Responsible for tax preparation and filings with the MN Department of Revenue (Tax: Deed, Mortgage Registration, Sales, Transit, Solid Waste).
- Coordinate the collection, posting, balancing and reconciliation of County revenues, Automated Clearing House (ACH), and escrow accounts.
- Maintain the county budget and provide monthly reports to the county board and county staff.
- Prepare financial statements and annual publication.
- Prepare audit schedules and coordinate annual county audit.
- Responsible for administration of the county-wide payroll, wages and salaries for the county-wide budget.
- Assist the County Auditor/Treasurer and Chief Deputy Auditor with all facets of election preparation and management including election day support for precincts and voters, process election night returns and reporting.

Qualifications and Knowledge, Skills and Abilities

Minimum qualifications

- Bachelor's degree in Accounting, Finance, Business Administration or related field and 3 years work experience of similar nature and scope of responsibility;
  Or an equivalent combination of education and/or work experience.
- Valid driver's license.
- Successful completion of a criminal background check.
- Successfully pass a pre-placement screen, contingent upon a job offer.

Knowledge, Skills and Abilities

Knowledge: Generally Accepted Accounting Principles (GAAP). Governmental Accounting Standards Board (GASB) principles. Adhere to all laws, statutes, policies and rules with the essential level of confidentiality required of the position.

Skills: Proficient in using automated systems relevant to the position. Communicate effectively both orally and in writing with all stakeholders relevant to the position. Detail-oriented with strong organizational skills, accuracy, and problem solving. Mathematical and numerical reasoning skills.

Abilities: Establish and maintain effective working relationships. Follow established procedures and directives from supervisors. Prioritize work in a timely manner in a multifaceted environment.

Preferred Qualifications

- Education/work experience beyond the minimum qualifications.
- Work experience in governmental fund accounting.
- Work experience with Integrated Financial Systems (IFS) or similar financial systems.
- Work experience with public sector payroll within a Human Resource Information System (HRIS).
- Work experience supervising staff.

Physical Requirements

See Functional Job Analysis

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. Regular attendance on the job and the performance of other duties as assigned are required. The County retains the discretion to add or change the contents of this position description at any time.

Revision date 09/29/2025