

# Market Range Detail - Finance Manager (Sheriff)

## Effective Date

March 16, 2015

## Market Range Title Description

This is a single position market range title responsible for the planning, direction, and management of all budget, financial and procurement activities for the Sheriff's Office. The Finance Manager – Sheriff is differentiated from positions assigned to other finance manager market range titles by a greater scope of responsibility, size of the department and complexity and diversity of the department budget.

Incumbents manage all department financial activities including: accounting, budget, finance, grant reporting and procurement. Work is accomplished through a staff of supervisory, professional and administrative financial and accounting positions. Supervisory responsibilities include providing leadership to staff, hiring staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

The incumbent works in collaboration with the County's Office of Management and Budget and Department of Finance to ensure that the department consistently applies and is in compliance with the County's financial plans, policies, procedures and practices and state and federal laws.

Job duties typically include: overseeing all department financial operations; managing a large and complex budget with multiple funding sources; assisting executive management in the development of financial plans; evaluating financial operations to ensure that they are in compliance with County policies and procedures and state and federal laws; overseeing and monitoring department expenditures; performing financial analysis including forecasting, cost projections, cash flow analysis, etc.; directing the development and submission of the department's annual budget; providing guidance to department management on financial and budgetary matters; overseeing department accounts receivable and payables; performing cost/benefit analyses; overseeing and administering the department's grants and grant reporting; preparing and analyzing financial reports; recommending and implementing strategies to improve department financial operations; resolving the most complex financial and budgetary issues; leading special projects; managing the department's procurement activities. The Finance Manager – Sheriff typically works under the direction of a Sheriff's Office Executive Chief.

## Market Range

| Minimum Hourly Rate | Midpoint / Hiring Maximum | Maximum Hourly Rate |
|---------------------|---------------------------|---------------------|
| \$38.38             | \$47.06                   | \$55.74             |

## Likely Minimum Qualifications

- Bachelor's degree in accounting, finance or related field.
- Five years of professional financial or accounting experience including at least three years of supervisory or management experience in finance or accounting.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Financial Administrator

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.