

# Market Range Detail - Financial Compliance Administrator (County)

## Effective Date

August 4, 2010

## Market Range Title Description

This single position market range title in the Department of Finance is responsible for ensuring that County departments' accounting and financial functions are operating in compliance with the County's financial policies and procedures. The incumbent leads and manages projects that involve evaluating the operational effectiveness of a department's financial and accounting functions, recommending opportunities for enhancement, developing strategies and project plans, and working with department staff to implement new strategies.

Typical job duties include: identifying and reporting findings of the evaluation, strategies and progress on issues to the Department Director, Office of Management and Budget, Department of Finance, and the County Manager's Office; leading the implementation of operational changes; reviewing internal controls to address identified areas of departmental vulnerability and developing and implementing corrective action plans; addressing audit issues defined by the Auditor General, Internal Audit and independent audit firms regarding grant reporting, infrastructure reporting, and internal controls; supervising professional and paraprofessional department staff during assigned projects; evaluating and implementing internal and external audit recommendations; performing cross-functional studies to gather and analyze comparative information, surveys, and projects; establishing policies, procedures, internal controls, and monitoring programs to comply with the Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Single Audit Requirements; performing complex financial analysis and cost benefits studies; analyzing and interpreting fiscal and accounting records; performing complex grant accounting and reporting activities; providing guidance and mentoring to department staff to ensure that departments continue to enhance internal operations to minimize audit issues and strengthen internal controls.

The Financial Compliance Administrator works under the direction of the Deputy Director – Finance and Chief Financial Officer.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$28.16	\$34.78	\$41.40

## Likely Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- Three years of professional level finance experience
- Prior lead and/or supervisory experience preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Financial Compliance 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.