

NATURE OF WORK

This is highly responsible and confidential administrative and professional work under the general direction of the Hall County Board (Board Chair or designee). Work involves coordinating the preparation and administration of the county budget, serving as the lead contact regarding the county audit, and responsible for bond payments and disclosures, all in cooperation with the fiscal consultant. Work also involves responsibility for the execution of administrative and clerical tasks for all members of the County Board. Work includes preparing correspondence and reports, researching and reviewing such projects as are assigned by the County Board, acting as a liaison between the general public, administration and County Board members, and maintaining all insurance files. Also acts as Keno Administrator in cooperation with the fiscal consultant.

EXAMPLES OF WORK PERFORMED

Coordinates the preparation and administration of the County Budget in cooperation with the fiscal consultant and outside accountant. Prepares budget instructions and procedures utilized by County departments; prepares and assembles documentation used by the County Board in reviewing departmental budget requests; prepares the County's proposed and adopted budget; files appropriate documents with State Auditor's office; monitors and evaluates budget status throughout the fiscal year.

Works with fiscal consultant and auditors regarding the county audit, provides information as needed, compiles schedule of federal grants. Reviews financial statements and audits for accuracy. Prepares the response to any financial statement findings and works with officials to implement corrective action when necessary.

Works with fiscal consultant to prepare bond payments and forecasts future revenues to recommend repayment strategy to prepay existing debt. Responsible for submission of continuing disclosure documents, preparation of financial information for disclosure, providing information for rating reviews.

Assists with the financial impact of proposals on present and future county finances, prepares board claims and clarifies other claims prior to payment.

Is the contact person for NIRMA (Nebraska Intergovernmental Risk Management Association). Responsible for all insurance claims (workers compensation, property, auto, liability) and maintenance of insurance files.

Attends board meetings providing information and assistance to the board, operates the video equipment as required. Prepares pre-meeting packets of information for board members. Attends other meetings when requested, some evening meetings possible.

Maintains records, prepares reports, and research. Helps with compiling comparability studies when requested.

Maintains updated inventories for the board room, the board assistant's office, and county-owned real estate.

Assists with correspondence and communications as directed by the Chair and a majority of the board, maintains the meeting calendar for board members, provides information to the public, channels inquiries, performs other duties when requested.

Acts as Keno Administrator. Prepares monthly reconciliations and quarterly tax returns in cooperation with fiscal consultant. Prepares keno grant information after budget is approved, coordinates documentation and approval of new outlet locations.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of fiscal and budgetary principles and procedures.

Knowledge of accounting and computer systems.

Ability to operate a personal computer with Microsoft Word and Excel for Windows.

Ability to communicate effectively both orally and in writing, including giving presentations and submitting reports.

Ability to establish and maintain effective working relationships with county officials, other employees and the general public.

Skill in the operation of common office and video recording equipment.

Ability to become a notary public.

MINIMUM QUALIFICATIONS

Graduation from a four year college or university with a degree in business, public administration, or public relations or any equivalent combination of education and experience which provides the desirable knowledge, abilities and skills. Background in accounting is desirable.