



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DIVISION MANAGER II, FINANCE (UCP)**  
Grade: 16

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Direct and supervise the flow of work of the financial accounting staff. Interpret financial data, answer questions as needed and maintain the accuracy of financial records and reports. Manage financial accounting staff to provide excellent-level governmental accounting services.

### **EXAMPLES OF WORK PERFORMED**

Supervise Finance Division

Conduct final weekly review of Accounts Payable

Conduct final weekly approval of IDIS, DRGR and State Stimulus Drawdowns

Prepare CDBG, HOME, ESG, HPRP, NSP and State Expenditure reports

Prepare monthly expenditure ratio reports

Prepare Monthly and Year End Financial statements

Prepare budget forecast reports

Prepare Quarterly Federal Cash Transaction Reports for programs

Prepare administrative budgets

Prepare Financial Report for CAPERs (Annual Performance Report)

Provide yearend audit information

Prepare cash on hand reports

Approve Bank Reconciliations

Ensure accuracy of financial records and reports; Review for proper classification and resolve discrepancies

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Assist division heads and their staff with the interpretation of financial data and solve problems encountered with financial records

Develop and maintain general ledger and budgetary accounting system

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Accounting or related field

Three (3) years of experience in Accounting or Auditing including four (4) years in a supervisory position directing accounting activities

Two (2) years of which were in a government environment

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the department's fiscal programs, of governmental accounting or budget control methods, policies, and procedures; and laws and regulations pertaining to financial operation

Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, and to assign and/or supervise the work of others

Knowledge in General Accepted Accounting Principles (GAAP)

Proficient knowledge of management principles and practices applicable to government functions, programs and processes

Effective oral and written communication skills in a local government setting

Strong analytical and conceptual skills

Ability to resolve issues and overcome obstacles needed to achieve objectives

Ability to maintain a professional presence and demonstrate sound judgment in answering questions and releasing information to insure relevant, reliable and accurate information is provided in a timely basis

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use

hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations