

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

Form 1 is to be completed by the initiating department for recommended personnel changes

Jennifer Jones Effective Date: 6/1/25
Title: Finance Director Gr. M Salary \$ 133.5
Age: _____ Gr. _____ Salary \$ 140.2

Applicable:

Full Time: _____ New Hire: _____
Part Time: _____ Rehire: _____
Time: _____ Termination: _____
Time: _____

Fire: _____ Promotion: _____
Position: _____ Transfer: _____

Assigned Position _____

Demotion: _____

transferred duty Reclassification: _____

000 - 111 - 410510 - 111 Percent 100 New Account _____
_____ - _____ - _____ Percent _____ Split Account _____

Official/Department Head _____

Date _____

Section 2

Sources: _____

Finance: _____

Note: _____

Note: _____

_____ Date _____

_____ Director _____

_____ Date _____

Yellowstone County

Class Specification

title	Finance and Budget Director
code Number	2070
	M
	Exempt
action	Financial Administration (1)
category	Officials and Administrators (1)
	January 2007

Job Summary

he accounting, budget, and financial operations and activities of Yellowstone County; an
rk as required.

Distinguishing Class Features

Department Head/Administrative Officer position that works under the direction of the
Commissioners. Positions at this level manage a major department of Yellowstone Cou
ntal and time-consuming responsibilities include overall County budget development at
policy implementation, direction of programs / service delivery, and resources manag
e Department. The decisions made affect the goals, services, and objectives of the Cou
ve highly sensitive and political issues affecting the organization as a whole. Work is
hed within the broadest framework of policy guidance. This is difficult and complex
tive and supervisory work involving the planning, direction, administration and supervisi
operations and activities of the County. Supervision is exercised over the work of all pers
e Department.

Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do
the listed examples include all functions, which may be found in positions of this class.)*

anages and directs the Finance Department, which is responsible for all accounting, bu
rchasing and financial support services for all County operations;
sponsible for Yellowstone County's fiscal operating results utilizing generally accept
counting principals, such as cost accounting, budgets, regulatory agency and governm
orts ensuring the safeguard of County assets;
eparation of annual audited financial statements;
eparation the annual County budget and oversees its implementation and compliance;

as, directs, supervises, advises, motivates, counsels, trains and prioritizes and evaluates the performance of Finance Department employees; coordinates capital planning and financing strategies; studies economic trends and revenue opportunities; identifies opportunities for improvement, cost reduction, and systems enhancement; reviews and analyzes the impact of new legislation as it pertains to financial management, governmental accounting and reporting requirements; works with County department and division heads in the development and implementation of financial systems, budget and fiscal control, and fiscal policies and procedures; advises and presents to the Board of County Commissioners on County financial matters as requested; reviews and participates in the negotiation of employee union contracts and their fiscal implications; processes the financial administration, compliance and reporting of federal grants; processes disbursement of County funds; advises on boards and committees as appointed or requested; refers to tax laws and fiscal regulatory compliance provides leadership, training and supervision within the department; provides a high level of customer service; reviews and assists in the development of County fiscal policies and procedures; reviews and assists in the development of contracts; assists in attaining financial goals for Yellowstone County; coordinates with other County departments, such as the County Treasurer in the area of reconciliation and Information Technology in the area of automated systems vital to efficient operation; coordinates property insurance processes the issuance and debt service of County debt and compliance with bond covenants.

Required Knowledge and Abilities

and understanding of:

Montana statutes (MCA) and administrative policies governing County financial practices and procedures; principles and practices of accounting and budgeting in government; principles and practices of a County purchasing system; policies, methods and principles relating to County investment management; electronic data processing as it relates to accounting records applications and on-line bar administration and program management; finance matters principles and practices of effective supervision, leadership, and management; generally accepted accounting principles (GAAP), practices, and standards; generally accepted auditing standards (GAAS); governmental fiscal administrative processes such as budget development and disbursement.

operate a personal computer using word processing, financial spreadsheets, specialized accounting database applications appropriate to assigned duties; think strategically.

by to:

manage a program of accounting and fiscal services and controls; value and modify accounting systems, procedures, records, and controls; evaluate the soundness of financial practices; determine whether practices comply with federal and state regulations; analyze and interpret financial data and information and reach conclusions; organize and disseminate information clearly; evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; prepare accurate, reliable and informative financial reports; conduct long-range fiscal planning and budgeting; perform work with speed, accuracy and attention to detail; make decisions in accordance with established policies and procedures; independently solve problems within assigned areas of responsibility; plan, assign, direct, organize, prioritize, motivate, supervise and evaluate the work of Finance department personnel; handle confidential employee and administrative information with tact and discretion; communicate well with County employees, Board of County Commissioners, financial institutions, agencies and the general public both orally and in writing, using both technical and plain language; respond to common inquiries or complaints from County departments, regulatory agencies, members of the business community, employees or the general public; establish and maintain effective working relationships with the Board of County Commissioners; department heads, elected officials, employees, financial institutions, bankers, investment professionals, external agencies, and the general public; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Reporting Relationships

the Yellowstone County Board of County Commissioners.

making Authority:

of the work performed requires that an employee in this class establish and maintain close working relationships with the Board of County Commissioners as well as other federal, state, and local agencies, financial institutions and their agents, elected officials, vendors, department and the general public.

5) years' experience in governmental accounting, public financial administration, statement theory and practice; experience should include two (2) years' in a supervisory or administrative capacity; or
equivalent combination of experience and training totaling nine (9) years.

15:

ified Public Accountant (CPA) desired.

Essential Physical Abilities

Physical Abilities:

1 demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.
The employee is regularly required to use hands to feel, or feel in order to operate computer keyboard and calculator;
The employee frequently is required to walk, stand, sit, and reach with hands and arms;
The employee may occasionally lift and/or move journals or large binders;
The employee is required by this job to include close vision and looking into monitor and periods of time and ability to adjust focus which permits the employee to perform computer procedures, operate a motor vehicle and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form; dexterity which permits the employee to produce handwritten materials and notations; mobility which permits the employee to visit and inspect financial records at other locations and operate a motor vehicle;
The employee is required to communicate well with other County employees, financial institutions, vendors and the general public both in person and over the phone.

Conditions:

The environment characteristics described here are representative of those an employee encountering the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.
The work environment is a typical office environment but may include working through difficulty in an office environment while conducting accounting functions;
The noise level in the work environment is usually low to moderate.

Yellowstone County Commissioners
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APR 29 2025

Hire/Personnel Action

Information

on

Details	Hire Req#	Job Type
Director -	202500303	Full-Time Regular
II) (6041)	Job Class	Pay Rate
	Facilities Director -	\$76,752.00
	MetraPark (I)	Hire Date
	Job Class#	5/1/25
	6041	

Facilities

0442.111

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