

experience as an executive either in public administration or private business, or both, and shall be thoroughly familiar with modern budget and accounting methods. ~~WE~~ HE SHALL HAVE SHOWN AND DEMONSTRATED TO THE SATISFACTION OF THE COUNTY COMMISSIONERS, THE QUALIFICATIONS, EXPERIENCE AND EDUCATIONAL BACKGROUND THAT SHALL BE NECESSARY FOR THIS POSITION.

*The appointing authority may substitute additional experience for the Master's degree, but in no event shall a person be selected who does not possess a Bachelor's degree from an accredited college or university, with courses in Government, Business or Public Administration, and Finance. The experience substituted must be in addition to the five years' experience and must have been in a position comparable to that of Director of Administration and Finance.*

(2) The compensation of the director of Finance shall be determined by the county commissioners in their discretion. The director of finance shall be required to furnish bond with corporate surety conditioned upon the proper performance of his duties in such amount as the county commissioners shall prescribe. The premium for the bond shall be paid out of county funds.

(3) *The director of Finance shall devote his full time to the work of the county, and he shall be responsible to the county commissioners for the proper administration of his affairs. The director of finance may employ, with the approval of the county commissioners, such assistants as he may deem necessary for the proper performance of his duties. He shall at all times be held responsible for the proper discharge of his duties, but may delegate such authority as he deems necessary to carry out the duties of his office to appropriate officers and employees. During his temporary absence or disability, the duties of the director of finance shall be performed by a qualified administrative officer of the county designated in writing by the Director of Administration, or by resolution such designation.*

(4) (3) The director of finance shall have the following powers and duties:

(i) To supervise the financial administration of each office, department, board, commission, institution or other agency of county government of any kind **INCLUDING ALL GOVERNMENT AGENCIES SUPPORTED WHOLLY OR PARTIALLY BY COUNTY FUNDS**; to periodically study and investigate the organization and management and the bookkeeping and accounting procedures of such agencies; and to direct such agencies to adopt and follow such method of conducting their offices or of keeping books and accounts, or to make such reports in such forms as the director of finance may deem advisable and may prescribe.

(ii) To establish and maintain current accounts of all appropriations, revenues and disbursements made by the county commissioners so as to show in detail the appropriations made to each account, the sources thereof, the amounts drawn thereon, the purposes for which such amounts were expended, and the unencumbered balance thereof; and to submit ~~at each meeting of~~ TO the county commissioners **AT LEAST MONTHLY** a summary showing the amounts received, expended and on hand in each account as of that date.