



FAUQUIER COUNTY HUMAN RESOURCES DEPARTMENT

County Government & Public Schools

320 Hospital Drive, Suite 34

Warrenton, Virginia 20186

(540) 422-8300 Fax: (540) 422-8316



Vacancy Announcement ***REISSUED***

POSITION: Director of Finance

LOCATION: Finance Department

ANNOUNCEMENT NUMBER: FIN001

MINIMUM SALARY: \$84,805.00

TERMS OF EMPLOYMENT: Full-Time Permanent

POSTING DATE: April 16, 2012

APPLICATION DEADLINE: Open Until Filled

PRIMARY FUNCTIONS/RESPONSIBILITIES:

- Manage and supervise the activities of the County Government and Public Schools consolidated Finance Department in the areas of general ledger, payroll, accounts receivable, accounts payable and procurement;
- Direct, evaluate and develop leadership in subordinate managers of the division of Finance;
- Direct development of processes and solutions to meet objectives of County and schools operational needs and plan short and long-term direction of the department;
- Establish guidelines to serve as standards of performance; monitor and review results;
- Oversee the preparation of the County's Comprehensive Annual Financial Report;
- Plan, develop, implement and evaluate fiscal policy;
- Oversee and manage the debt portfolio and issuance of debt;
- Advise department heads, County Administrator, School Board and Board of Supervisors on fiscal matters;
- Direct the internal review, external audit and pre-audit function;
- Interpret and present financial reports in internal and public meetings;
- Oversee the implementation of new accounting standards;
- Serve on teams and committees as necessary to implement organizational goals.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, Public Finance or related field supplemented by six years experience and/or training that includes governmental accounting/finance; CPA certification or related Master's Degree is preferred,
- Local, state, and/or federal government finance experience preferred;
- Ability to communicate effectively; Ability to establish/maintain effective working relationships,
- Comprehensive knowledge of general laws and administrative policies governing financial practices,
- Comprehensive knowledge of the principles of accounting and budgeting in government,
- Thorough knowledge of the principles of local government purchasing systems and payroll systems,
- Ability to evaluate complex financial systems and efficiently formulate and install accounting method procedures, forms and records,

- Ability to prepare informative and accurate financial reports,
- Ability to plan, organize, direct and evaluate the work of subordinate employees,
- Ability to develop long-range financial plans.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

APPLICATION PROCESS:

Interested applicants must submit a Fauquier County Online Application available at www.fauquiercounty.gov

EEO/AA/M/F/D