



**COUNTY OF YORK**  
HUMAN RESOURCES  
120 Alexander Hamilton Boulevard, Second Floor  
P. O. Box 532  
Yorktown, VA 23690  
757 890-3687  
[employment@yorkcounty.gov](mailto:employment@yorkcounty.gov)

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## Director of Finance

**SALARY:** \$93,716.00 - \$137,173.00 Annually

**OPENING DATE:** 03/30/17

**CLOSING DATE:** 04/28/17 11:59 PM

**DESCRIPTION:**

Responsible and accountable for the overall operations and effectiveness of the Divisions of Budget, Accounting and Financial Reporting, Fiscal Accounting Services, and Purchasing. Performs responsible supervisory, administrative, and managerial duties in planning, coordinating, organizing, and directing the activities of the Finance Department. Provides recommendations for updates to the financial policies to ensure the integrity of the County's financial practices, procedures, and reporting. Confers on a variety of issues and concerns pertaining to the operation and management of the County government. Shoulders overall responsibility for the preparation of current and revised County budgets and the Comprehensive Annual Financial Reports. Receives and responds to a variety of inquiries. Directs the activities of professional, paraprofessional, and administrative staff. Serves as an integral member of the steering committee on the replacement of the financial management system, a major undertaking involving all areas of financial management.

**MINIMUM QUALIFICATIONS:**

Any combination of education and experience equivalent to a master's degree in accounting, public administration, or a related field, and 6 to 9 years of progressively responsible experience in governmental financial management.

Designation as a Certified Public Accountant (CPA) or a Certified Public Finance Officer (CPFO) highly desired.

Thorough knowledge of local government operations, to include the areas of accounts payable, accounts receivable, debt management, payroll, grants, risk management, utility billing, purchasing, budgeting, and financial reporting desired.

Must have thorough knowledge of the Government Finance Officers Association best practices including financial reporting, cash management, debt management, and budget management.

Thorough knowledge of Internal Revenue Service rules and regulations concerning debt

issuance and payroll taxes required.

Must have comprehensive knowledge of modern management and supervisory principles and practices.

Personal computer experience using Microsoft Office Suite required. Experience using Tyler Munis ERP system desired.

Must have excellent oral and written communication skills.

Possession of a valid driver's license issued by the Commonwealth of Virginia with good driving record mandatory.

Must be willing to be a resident of York County.

**SUPPLEMENTAL INFORMATION:**

Background checks to include DMV records, credit history, and criminal background conducted prior to employment.

This position is considered an Essential Position (County designation as ALPHA) which requires the employee to report to work during inclement and extreme weather conditions, often outside normally scheduled work hours.

**PHYSICAL DEMANDS:**

Must be physically able to operate a variety of automated office machines which include computers, calculators, etc. Must be physically able to operate a motor vehicle.

For a more detailed description: [View Document](#)

**AN EQUAL OPPORTUNITY EMPLOYER**

**The County of York reserves the right to close or withdraw this position at any time.**

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Apply online at <http://www.yorkcounty.gov/humanresources>

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