

FINANCE STAFF SPECIALIST III
DEPARTMENT OF FINANCE
WESTMORELAND COUNTY, VA

Westmoreland County is seeking an individual to fill a Finance Staff Specialist III position to perform multifunctional duties within the department. The individual filling this position should have an educational background and training in personnel administration, payroll operations, public purchasing practices and procedures, accounts payable and government accounting practices. The person selected will work as part of a cross-functional team to carry out the functions of the finance department.

The individual shall possess strong written communication skills and preference will be given to those with prior public purchasing experience in a governmental setting. A Bachelor's Degree and five years of experience is preferred or a minimum of an Associate's Degree and eight years of experience will be considered. If the preferred qualifications are not met the county may consider filling the vacancy at a lower staffing level. Applications will start being reviewed for this position on June 12, 2018 and the position will remain open until filled. State applications can be downloaded from the county website at www.westmoreland-county.org. You should also include a cover letter and may send a resume with the application via email: dwhaley@westmoreland-county.org or Westmoreland County, P.O. Box 1000, Finance Staff Specialist III Vacancy, Montross, VA 22520.