



# COUNTY OF LANCASTER

FOUNDED 1651 IN VIRGINIA

LANCASTER COURTHOUSE  
8311 MARY BALL ROAD  
LANCASTER, VIRGINIA 22503

804-462-5129  
804-462-0031 (FAX)  
www.lancova.com

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Interim County Administrator

## COUNTY OF LANCASTER EMPLOYMENT OPPORTUNITY FINANCE OFFICER (PART-TIME)

Lancaster County is seeking to employ an individual on a part-time basis to perform independently complex professional work, under the auspices of the county administrator. Primary responsibilities include, but are not limited to, the planning, coordinating, and directing of all aspects of county financial management and administration in the areas of budgeting, general accounting, purchasing/procurement, debt issuance, financial/fiscal analysis and related work as apparent or assigned. Work involves ensuring the financial integrity of the county's operation by establishing policies and procedures and maintaining sound financial practices.

Must be able to perform duties independently with minimum oversight, prepare reports and make public presentations. Must have good oral and written communication skills. Must be available to attend evening meetings when requested.

Minimum qualifications: Bachelor's degree from an accredited college with a degree in accounting, finance, public administration, business administration or related field required. Considerable knowledge of and 3 to 5 years of experience with public budgeting, finance and accounting preferred and may be substituted for bachelor's degree. Knowledge of and experience with Virginia local government budgeting and finance, Virginia procurement statutes and regulations.

Hourly rate negotiable and dependent upon qualifications. Minimum workload of 16 hours per week with expected workload of 20 hours per week.

Complete job description and county application form may be obtained at either the county website at [www.lancova.com](http://www.lancova.com) (click on "Job Opportunities" on home page) or the County Administrator's Office at the address and telephone number listed below. Inquiries should be directed to the County Administrator's Office.

Submit letter of interest, completed county application form, minimum of three (3) professional references, salary history and any other materials documenting applicant's qualifications to:

Lancaster County Administrator's Office  
8311 Mary Ball Road  
Lancaster, Virginia 22503  
Telephone: (804) 462-5129

Position is open until filled. First review of applications shall begin during the week of Monday, October 15, 2018. Lancaster County is an equal opportunity employer.