



## BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

### Title **Assistant Director of Fiscal Management**

**Department** County Administration – Fiscal Management

**Location** 122 East Main Street, Bedford VA

**Hours** 8:30 am – 5:00 pm, Monday - Friday

**Description** Performs complex professional accounting and administrative work related to the financial operations of the County. Will be responsible for assisting the Director with coordinating and directing the activities of the department to include but not limited to: accounts receivable / payable, maintaining general ledger, account reconciliation, journal entries, operational budgets and audits. Must be able to evaluate and perform complex analytical research. Will supervise assigned departmental personnel. A full job profile may be viewed at: <https://www.bedfordcountyva.gov/home/showdocument?id=6753>

### **Requirements** **Minimum Requirements Include:**

- Bachelor's degree in finance, accounting, or closely related field and five (5) years of progressive experience in governmental accounting and financial administration, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities.
- Certified Public Accountant
- Comprehensive knowledge of the principles / practices of accounting / budgeting as applied to municipal government.
- Comprehensive knowledge of the principles underlying general laws and administrative policies governing municipal financial practices and procedures.
- Thorough knowledge of audit practices.
- Skilled in reviewing, evaluating, and refining business processes.
- Ability to plan, organize, and direct the work of subordinate employees.
- Ability to prepare complex financial reports.
- Ability to analyze and evaluate complex financial systems.
- Ability to express ideas clearly and concisely, orally and in writing.
- Comprehensive knowledge and skill in the use of spreadsheets, word processing and graphics applications.

### **Preferred Experience includes:**

- Master of Accountancy (MA), Master of Business Administration (MBA), or Certified Government Finance Officer (CGFO).

**Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment.**

***EOE / ADA / Minorities / Females / Vets***

**Salary Range** \$ 66,805 - \$117,338 Actual salary dependent on qualifications and experience.

**Apply** Online: [www.bedfordcountyva.gov/jobs](http://www.bedfordcountyva.gov/jobs)  
In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523  
**Please provide cover letter, resume, and salary requirements.**

**Date Posted** November 2, 2018

**Deadline** November 26, 2018 – 5:00 pm