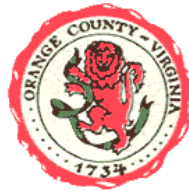# ORANGE COUNTY, VIRGINIA
DEPARTMENT OF HUMAN RESOURCES

ALYSON A. SIMPSON
HUMAN RESOURCES MANAGER

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ORANGE, VA 22960

POSITION ANNOUNCEMENT
Finance Manager

The County of Orange is seeking a full-time Finance Manager in its Finance Department.

TYPICAL DUTIES
Duties include, but are not limited to, the following:

- Serving as the primary point-of-contact for coordinating the work of the County's external auditors and State and Federal authorities in their analysis of the County's finances, financial management system, and in the preparation of the Comprehensive Annual Financial Report (CAFR) and annual report to the Auditor of Public Accounts (APA).

- Preparing audit deliverables, including various workpapers, the Letter of Transmittal, Management's Discussion and Analysis, Schedule of Expenditures of Federal Awards (SEFA), and the Statistical Section of CAFR.

- Preparing quarterly and other periodic financial analyses and reports to provide accurate and timely financial information to the public, the Board of Supervisors, County management and staff, and other interested organizations.

- Preparing periodic forecasts of revenues, expenditures, and changes in fund balance to ensure compliance with the adopted budget and to assist in decision-making by County management and the Board of Supervisors.

- Supervising and monitoring the County's accounting processes, financial transactions, and departmental staff, including, but not limited to, accounts payable, payroll, billing and collections, and fixed assets.

- Configuring, monitoring, and evaluating the County's internal control environment for compliance with established regulations and guidelines and making recommendations for improvement or modification.

- Configuring accounting systems to ensure accurate and timely billing, payment, and reporting; implementing automation to maximize productivity, quality, and efficiency.

- Performing various accounting functions, including, but not limited to, maintaining the general ledger, performing monthly and annual closing activities, preparing various reports and spreadsheets, performing account reconciliations, verifying monthly revenue and expense activity, and preparing journal entries, as needed.

- Providing appropriate financial reports and assistance during the budget process and to various internal departments and contracted entities, such as actuaries, cost allocation consultants, worker's compensation, and other insurance consultants, as needed.

- Ensuring compliance with State and Federal financial reporting guidelines and continuing bond disclosure requirements.

- Attending Board meetings and other meetings and presenting information, as necessary.

EDUCATION AND EXPERIENCE
Bachelor's Degree from an accredited college or university in Business, Accounting, Finance, or a closely-related field, and significant experience in Business Administration, Finance, or

Accounting. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements. Advanced proficiency in Microsoft software products required. Experience with the Tyler Munis suite of financial software desired. Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), and/or governmental/fund accounting experience preferred.

ADDITIONAL POSITION DETAILS

- Subject to pre-employment criminal background check.
- Refer to full Job Description for a complete list of Duties and any Special Requirements.

Hiring Range is $63,097 - $82,027, Depending on Qualifications.

Position is open until filled; the first review of applications will begin on February 8, 2019.

Application packets may be picked up in the County Administrator's Office, located at 112 West Main Street, Orange; or by calling (540) 672-3313. County applications may also be downloaded from the County website at www.orangecountyva.gov. EEO.