

## **Assistant Director Financial and Management Services Department**

\$78,809 / year or higher DOQ. Position is eligible for [Full-Time County Benefits](#).

James City County Financial and Management Services Department is seeking an Assistant Director to perform advanced budget and accounting work, planning, developing and implementing the annual budget and overseeing preparation of financial reports for the County and its fiscal agents, and assisting in the development of long term goals and identification of process improvements within the Department.

### Responsibilities:

- Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Plan, organize, and direct budget preparation and related operations; direct the formulation, implementation, and administration of budget and accounting policies; coordinate budget control and monitoring processes.
- Develop base budgets for operating departments; review and recommend requests for changes in base budget; prepare budget analysis for management and Board of Supervisors.
- Coordinate annual audits; oversee the selection process for new auditors; oversee and review preparation of comprehensive annual financial reports, Auditor of Public Accounts comparative cost transmittal forms, OPEB actuarial valuations and cost allocation plan for the County and fiscal agencies.
- Participate in the issuance of new debt, including review of financial documents and coordination with County's financial advisor; coordinate preparation of bond rating presentations and analysis of financial impact; monitor compliance with Federal Arbitrage Laws.
- Assist with financial emergency management and reporting for federal, state, and local agencies to ensure appropriate reimbursement to the County; monitor status of any related receivables.

### Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field and extensive budget and accounting experience using complex financial systems and management experience; Master's degree and local government experience preferred.
- Must possess or be able to obtain within 30 days of hire a valid Virginia Driver's License and have an acceptable driving record based on James City County's criteria.
- Knowledge of principles, methods, and practices of budget, accounting, auditing, ledger recording, balancing, and financial reporting; Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB) statements.
- Skill in use of computer software, especially Microsoft Office Suite.

***Accepting applications until 11:59pm EST on 8/17/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>***