

COUNTY OF WARREN, VIRGINIA
FINANCE DIRECTOR

Warren County (est. pop. 40,000), covering 219 sq. miles located in the northern Shenandoah Valley, is seeking highly motivated and skilled candidates to fill the position of **Finance Director**. Warren County is known for its prime location; scenic beauty; tourist attractions such as the Skyline Drive, Skyline Caverns, and the Shenandoah River; proximity to numerous colleges and universities; strong public school system; and its diverse economy and workforce.

This position performs difficult professional and administrative work planning, organizing and directing the financial activities of the County. Responsibilities include directing the functions of the Finance Office to include payroll, accounts payable, and accounts receivable functions; preparing annual budget (\$118+ million for FY 2020-2021); coordinating external audit process and preparing various reports and schedules for auditors; performing financial analysis and assisting with development and implementation of financial matters; oversees County CSA office and serves as Fiscal Agents for CSA funds; oversees system administration for AS/400 and designs and maintains queries extracting information from AS/400 databases to perform financial analyses and to provide information as requested; oversees County purchasing function and directs the risk management function, etc. Successful candidate must possess ability to establish and maintain productive and harmonious relationships with County officials, associates, and citizens; comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a local government purchasing system and local bond financing; ability to plan and direct the work of subordinate employees; and ability to work independently and meet multiple deadlines. Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in accounting, business administration, finance, public administration or related field required with extensive experience in public finance administration and supervisory experience. Certified Public Accountant preferred.

Salary range is \$81,702.40 - \$124,319.85, DOQ, with an excellent benefits package. Beginning salary is negotiable based on qualifications and experience. For employment application, including job description, contact Warren County Administrator's Office, 220 North Commerce Avenue, Suite 100, Front Royal, VA, or by calling (540) 636-4600, or by visiting our website at www.warrencountyva.net. This position will be open until filled. EOE.