



## COUNTY OF PRINCE EDWARD, VIRGINIA FINANCE DIRECTOR

**Prince Edward County** (est. pop. 24,000), covering 354 sq. miles located in the beautiful and historic heartland of Virginia, is seeking highly motivated and skilled candidates to fill the position of **Finance Director**. Prince Edward County is rich in history from the Civil War to the Civil Rights Movement and is the home of Virginia's only Civil Rights Museum, the R.R. Moton Museum. Rich in natural beauty, the county is the only county in the Commonwealth that is the home to three Virginia State Parks, two state Wildlife Management Areas, and a state forest leading visitors and citizens alike to enjoy various outdoor recreational opportunities, from the Blueway to the High Bridge Trail. Prince Edward is a college community that is enriched by the students and citizens from the two institutions of higher education, Longwood University and Hampden-Sydney College. With a vibrant downtown in the heart of the Town of Farmville, Prince Edward is a commerce hub for the surrounding counties with a 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 (\$59.5+ 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 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, etc. Successful candidate must possess ability to establish and maintain productive and harmonious relationships with County officials including Board members and Constitutional Officers, 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. Certified Public Accountant and supervisory experience preferred.

The position is established as a Grade 23 with a starting salary range of \$63,987.50 to \$70,386.33 DOQ, with an excellent benefits package. Beginning salary is negotiable based on qualifications and experience. For employment application, including job description, contact Prince Edward County Administrator's Office, P.O. Box 382, 111 N. South Street, 3<sup>rd</sup> Floor, Farmville, VA, or by calling (434) 392-8837, or by visiting our website at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). This position will be open until filled. EOE.

## DIRECTOR OF FINANCE

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work in planning, organizing and directing the financial activities of the County; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, directing and participating in the accounting, payroll and financial recordkeeping programs of the County; overseeing accounts payable and purchasing functions and the preparation and maintenance of financial records and systems.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans and directs the functions of the finance office; establishes and maintains the financial and accounting systems for the County; oversees payroll and accounts payable functions; reviews monthly payroll computations and accounts payable.
- Coordinates external audit process; acts as primary contact for auditors; prepares various schedules by auditors; oversees the preparation of financial statements and related reports; reconciles general ledger expenditures and cash with records of County Treasurer for funds; ensures accuracy of accounting data, makes journal entries.
- Performs financial analysis and assists with the development and implementation of financial matters; compiles information for annual budget process; prepares revenue forecasts for annual budget.
- Prepares annual budget advertisement, annual budget report, and budget resolution; attends all work sessions regarding budget; prepares departmental budget reports; prepares and processes budget appropriation and transfer requests.
- Coordinates and prepares agenda items related to County finance; provides information for annual Cost Allocation Plan.
- Oversees system administration for AS/400 insuring system performance, system upgrades, nightly data and other regularly scheduled system backups; resolves user problems; implements and maintains security.
- Designs, creates, and maintains queries extracting information from AS/400 databases to perform financial analyses and to provide information as requested both for the Finance Office and other County departments.
- Oversees County purchasing function; prepares proposal specifications as needed; receives bids, prepares analysis, prepares information for Board as directed by County Administrator; monitors federal and state grant awards; prepares acceptance papers; prepares and submits on-line grant financial reports.
- Participates in the renewal of health and dental insurance coverage for employees.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

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; thorough knowledge of the practices, methods and laws relating to local government bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to develop long-range financial plans; ability to establish and maintain effective working relationships with County officials, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting, business administration or related field and extensive experience in public finance administration. Supervisory experience preferred.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Certified Public Accountant or ability to obtain certification preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.