

The County of Patrick is recruiting for the position of Finance Officer. The Finance Officer performs professional and administrative work to plan, organize, and manage all facets of the county's accounting, payroll, accounts payable, purchasing, and financial reporting functions. This position also facilitates the annual adoption and management of the county's budget.

The Finance Officer must possess comprehensive knowledge of general laws and administrative principles and practices of governmental finance, accounting and budgeting. The successful candidate will possess excellent communication skills and the ability to establish and maintain productive relationships with county staff and elected officials. The ability to work independently and meet deadlines is required. Knowledge of RDA accounting software is a plus.

The ideal candidate's prior 3-5 years of experience in governmental finance/accounting would be supplemented by graduation from an accredited college or university with a bachelor's degree in accounting, finance, business, or a related field.

Patrick County offers a competitive benefits package which includes paid sick and vacation leave and holiday pay, participation in the Virginia Retirement System (VRS), group life insurance and health insurance. This position is FLSA exempt.

Essential functions of the Finance Officer position include, but are not limited to:

#### **Payroll**

- Processes employee payroll and tax reporting
- Reconciliation of monthly payroll with Treasurer
- Annual W-2 and 1095 processing, filing, and distribution

#### **Purchasing/Accounts Payable**

- Reviews and processes invoices in accounting system
- Works with departments to ensure compliance with county's procurement policy
- Reconciles monthly credit card statement
- Completes credit applications and sales tax exemption forms
- Maintains vendor W-9 records for tax reporting
- Reviews reportable 1099 transactions and prepares annual 1099s for vendor distribution and IRS filing
- Develops and assists county departments with RFPs and IFBs

#### **Financial Reporting/Accounting**

- Manages the County's automated accounting system
- Administers the monthly reconciliations and review of all general ledger accounts
- Prepares and reviews journal entries, budget adjustments, and budget appropriations
- Ensures proper accounting of debt, grants, donations, and miscellaneous funds
- Prepares monthly reports for Board of Supervisors meetings
- Oversees miscellaneous billing not processed through other County departments and monitors collections

- Ensures the County's reporting structure accurately translates into the required Uniform Accounting and Reporting System.
- Manages the accounting of the County's fixed assets

### **Budgeting**

- Develops forms and instructions for the preparation of budget requests
- Advises and assists departments in the preparation of budget estimates and supporting data
- Contacts and obtains information from outside agencies seeking funding
- Reviews and balances revenue and expenditure budgets
- Prepares presentation of the annual budget for Board of Supervisors review and public advertisement
- Participates in meetings with Board of Supervisors, County Administrator, County staff, and outside agencies in reviewing budget requests

### **Audit Process**

- Provides information to and works closely with auditors throughout the year and during the audit process to ensure proper accounting standards are followed
- Provides a thorough review of draft audit report before approval to auditor
- Prepares the "Management Discussion and Analysis" to be included in the fiscal year audit report
- Provides information to auditors to prepare the annual Cost Allocation Plan
- Provides information to actuarial firm to prepare OPEB report for inclusion in the audit

Interested candidates should refer to the detailed position description available on the Patrick County website at [co.patrick.va.us](http://co.patrick.va.us). Completed applications and resumes should be emailed to [dshough@co.patrick.va.us](mailto:dshough@co.patrick.va.us) with a copy to [mtaylor@co.patrick.va.us](mailto:mtaylor@co.patrick.va.us), or mailed to the attention of Donna Shough, HR Director, at PO Box 466, Stuart, VA 24171. The deadline to receive applications is Monday, December 28, 2020 at 5:00 p.m. Patrick County is an Equal Employment Opportunity Employer.