

JOB POSTING

FINANCE DIRECTOR

The Town of Pulaski is accepting applications for the position of **Finance Director**. The Finance Director reports to the Town Manager, and this exempt, full-time position prepares and performs analyses and projections, reviews all financial activities of the Town, supervises the Finance office, and monitors and reviews all departmental budgets.

Responsibilities:

- Oversees the Finance Department, setting goals and objectives, and providing supervision and direction over the departmental staff
- Assists with compiling annual budget, including revenue projections, and monitors revenues and expenditures during the year
- Works with auditors and consultants, providing necessary records and information
- Reports on various financial and budgetary issues as needed and required under principles of best municipal financial practice
- Prepares annual debt and inter-fund transfers, as needed and required
- Prepares financial information for the Town Manager
- Attends additional meetings and serves on boards as the need arises

Requirements and qualifications:

- Bachelor's degree with coursework in business, accounting, or a related field preferred
- Considerable experience in managerial, government administration, and accounting, with a Certified Public Accounting license preferred, or equivalent combination of education and experience
- Candidate must have a working knowledge of Governmental Accounting and GAAP
- Experience in financial aspects of grant administration and basic knowledge of legal aspects of account collections required

The salary range for this position is \$73,352 - \$117,364. The Town of Pulaski participates in the Virginia Retirement System, and provides an excellent benefits package. Applications will be accepted until the position is filled. The Town of Pulaski is an Equal Employment Opportunity employer. Please apply online at www.pulaskitown.org or send your resume and cover letter to jreid@pulaskitown.org. If you require an accommodation in order to participate in any phase of the application process, please contact the Town of Pulaski Human Resources office at (540) 994-8642 or email jreid@pulaskitown.org.