

County of Rockingham, VA
Deputy Director of Finance

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: 3 years of progressively responsible related financial and procurement experience.

Minimum Education Requirements: Bachelor's degree in accounting, business, or related field

Direct Supervisor: Director of Finance

Primary Work Location: Office setting

Physical requirements: This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Certification: Virginia Contracting Officer or Certified Public Finance Officer

Job Summary: Performs complex professional, technical, and administrative work managing the daily and recurring financial activities of the County and schools; ensuring the accurate and timely completion of accounts payable activities. Ensure adherence to established procurement ordinance.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Prepare specifications and invitation to bid or request for proposal packages
- Oversee procurement of all goods and services according to the Virginia Public Procurement Act
- Analyze bids and purchase order request for compliance with purchasing policy
- Maintain purchasing guidelines and policies consistent with state and local procurement laws
- Reconcile the utility billing process
- Develop countywide policies and procedures to provide for the safeguarding and accountability of county assets and resources
- Audit paid invoices; recommends new procedures for more efficient office operations
- Maintain county contracts and agreements to provide a timely review process prior to expiration
- Improve the financial status of the County's business activities by analyzing results and variances, identifying trends, and recommending actions
- Create Capital and Operating reserve policies for enterprise fund
- Analyze and recommend rate changes with the support of financial, market, and data analysis
- Review costs and performs cost benefit analysis related to projects and programs
- Record, classify, and summarize financial transactions and events in accordance with generally accepted accounting principles
- Use various software applications, such as spreadsheets, relational databases, statistical and graphic packages, and WEB-based software to assemble, manipulate and format data and reports
- Perform statistical, cost, and financial analysis of financial reports, forecasts, and data, and prepare subsequent narrative analysis for management and, when requested, for presentation to the Board of Supervisors
- Provide financial analysis of proposed state and federal legislation
- Perform related tasks required

Knowledge

- Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Skills

- Good oral and written communication skills
- Microsoft computer software skills

Abilities

- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules
- Generate or use different sets of rules for combining or grouping things in different ways
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

- **To Apply**

- All applicants must apply online at www.rockinghamcountyva.gov.
- Application review will begin as soon as possible. **Deadline to apply is August 10, 2021.**

Rockingham County is an Equal Opportunity Employer