



Nestled in the Piedmont foothills southeast of Charlottesville, Fluvanna’s agricultural past continues to be evident in its rural charm. Formed in 1777 and named for a river, Fluvanna offers much for the outdoor enthusiast. Three rivers, the James, Rivanna, & Hardware, provide fishing and paddling. The 900-acre Pleasant Grove Park has a little bit for everyone: 22 miles of trails for hikers, bikers, & horses; a dog park; a sandy beach to wade in the Rivanna; a disc-golf course, and numerous sports fields.

Fluvanna County has seen the relocation of several international companies to the county, as well as the establishment and growth of local, small businesses. More than 100 new jobs have been added to the county in the past year and more economic development projects are in the works, bringing services and skilled employment opportunities to the region.

A variety of educational opportunities are available to Fluvanna residents, from world-class higher education institutions in Charlottesville and Richmond, as well as public and private K-12 offerings within the county. Fluvanna County Public Schools are consistently highly-ranked and have enjoyed full accreditation for several consecutive years.

Fluvanna is strong in community spirit and we welcome the opportunity for you to experience it with us.



**Thank you for considering the County of Fluvanna.**

## DIRECTOR OF FINANCE

The County of Fluvanna seeks interested and qualified applicants to serve as the Director of Finance. The successful candidate will join a fiscally-sound local government department that has earned the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting* for the past 13 consecutive years. This senior leadership position reports directly to the County Administrator and performs difficult professional and administrative work in planning, organizing, and directing the financial activities of the County.



**FLUVANNA**

The Director of Finance oversees the day-to-day operations of the Finance Department, as well as the department of Information Technology (IT) and the local office of the Children’s Services Act (CSA.)

The Director of Finance provides leadership, advice, and consultation that significantly impacts the operations of the Finance Department, and the County as a whole.

### THE DEPARTMENT

As Director of Finance, the successful candidate will assume direct responsibilities for the day to day operations of the Finance Department, leading employees in the areas of accounting, budget, grants administration, payroll, purchasing, and the County's EMS Cost Recovery Program. The Director is responsible for ensuring the difficult, varied, and complex tasks are performed in compliance with the policies and practices imposed by the County Administrator and the Board of Supervisors, consistent with all applicable laws and regulations including: local, state, and federal laws; the Government Accounting Standards Board (GASB); and other oversight entities. The successful candidate for this position will be an inspiring leader who embraces team work, collaboration, and the principles of high performance organizations.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in public administration, finance, accounting, or related field; preference for a master's degree in public administration, finance, accounting, or a related field. Extensive experience in local government and finance, including supervisory experience, or any equivalent combination of education, training and experience. Excel proficiency is required and experience with a windows-based financial software package is preferred. CPA and/or extensive public accounting experience is a plus. Experience with Tyler Munis software is desired.

### Key Attributes of Ideal Candidate:

- Demonstrates integrity, trustworthiness, and respect and is able to build and maintain trust with others
- Is an approachable communicator at all levels, actively listens, and provides opportunities for feedback
- Demonstrates concern for employees and residents
- Promotes a collaborative, positive, team-oriented workplace— internally with employees, County departments and schools; and externally with community partners
- Seeks, and is receptive to, feedback or input from others, utilizes information to motivate and implement change when needed
- Understands multiple functions within the Finance department, and has the ability to provide support and guidance to the various divisions
- Models professionalism and expects professional behavior from staff, yet also has a sense of humor
- Is committed to transparency through disclosure, clarity, and accuracy in communications with stakeholders
- Is flexible, but realistic, and can motivate others to achieve positive change



Pleasant Grove Museum and Park. Photo by Robert Kenward



## KNOWLEDGE, SKILLS AND ABILITIES:

### Knowledge of:

- Principles and practices of public administration including thorough familiarity with public financial management practices and personnel management procedures.
- Budget development and management principles.
- Relevant federal and state laws, county ordinances, and department policies and procedures.
- Legislative processes related to local government.
- General laws and administrative policies governing financial practices and procedures.
- Principles and practices of accounting and budgeting in government.
- Principles and practices of a local government purchasing system.
- Practices, methods and laws relating to local government bond financing.
- Laws, ordinances and structural considerations relating to County governments.

### Skills in:

- Supervision, management, and interpersonal relations.
- Human relations and communications including the ability to instruct, motivate and evaluate professional employees.
- Problem solving.
- Prioritizing and planning.
- Conducting research and preparing reports.
- Oral and written communication.
- Preparing and presenting public information, and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

### Ability to:

- Analyze complex problems and develop specific alternative solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, the department heads and the public.
- Establish and communicate specific goals and objectives to be accomplished by the staff and to evaluate departmental performance.
- Evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.
- Prepare informative financial and other reports.
- Plan, organize, direct and evaluate the work of subordinate employees.

- Develop long-range financial plans.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.

## ESSENTIAL FUNCTIONS

- Plans, organizes, directs and participates in the activities of the Department of Finance, including accounting, data and payroll processing, budget preparation, capital improvements plan, grants administration, risk management, debt management, debt issuance, financial system administration and County procurement functions.
- Oversees the preparation and maintenance of financial records and statements and related reports.
- Assists County Administrator and Board of Supervisors and other departments with the development and implementation of financial matters.
- Organizes and directs the annual audit and the preparation of annual financial statements.
- Prepares revenue forecasts and expenditure projections.
- Directs the preparation of all reports of the fiscal condition of the County.
- Oversees and supervises the CSA Department operation and staff.
- Oversees and supervises the County's Information Technology Department operations and staff.
- Evaluates the work performance of subordinates.
- Attends Board of Supervisors meetings and prepares presentations as appropriate.
- Represents the county on local and regional boards and commissions and as County liaison with other governmental organizations.
- Develops staff reports and presentations for review by boards and commissions.
- Perform related duties as required.

## WORKING CONDITIONS AND 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 fin-gering, 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.

## TOTAL REWARDS - COMPENSATION AND BENEFITS

- Salary – Compensation System that incorporates market considerations
- Retirement – participation in the Virginia Retirement System (VRS)
- Insurance Benefits for Health, Vision, and Dental through Anthem– The Local Choice
- County-paid Life Insurance
- Holidays / Leave
  - 12 Days of Holiday Leave (County follows the Commonwealth of Virginia Holiday Schedule)
  - 12 Days of Annual Leave (*increases with continuous years of service*)
  - 96 Hours Sick Leave
  - Other types of paid leave such as Inclement Weather, Jury Duty, and other types of Administrative leave.
- Supportive of work-life balance
- Free parking
- Annual Employee Recognition Dinner and Awards
- Department-level recognition programs
- Learning and Earn Program
- Wellness programs year round to stay healthy and well
- Qualifying employer for the Federal Public Service Loan Forgiveness Program



## COMPENSATION AND BENEFITS:

Expected Hiring range \$71,589—\$82,327 depending on education and experience.

Excellent benefits including vacation and sick leave, health insurance options and Virginia Retirement System benefits. This is a full time, FLSA Exempt position.



**HOW TO APPLY:** Submit cover letter, resume, and County application to [jobs@fluvannacounty.org](mailto:jobs@fluvannacounty.org).

Applications are available at the county website, [www.fluvannacounty.org/hr/jobs](http://www.fluvannacounty.org/hr/jobs)

**QUESTIONS?** Contact Donna Snow

Phone: 434-591-1919

Email: [dsnow@fluvannacounty.org](mailto:dsnow@fluvannacounty.org)