

Controller

Department of Budget & Finance

Full-Time, 12 months

Exempt, Pay Grade 22

VRS-Eligible, Benefits-Eligible

Join the Albemarle County Team:

[Albemarle County](#) is one of the most desirable locations in Virginia and the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historical, and recreational amenities in a beautiful setting.

It's our mission to enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

We deliver this in a [diverse locality](#), with rural, suburban and urban characteristics. The **Albemarle County Core Values** are the foundation for all we do.

- **Integrity:** We value our customers and co-workers by always providing [honest and fair treatment](#).
- **Innovation:** We embrace creativity and positive change. Learn about this from the People of Albemarle. Have you heard about our partnership for an [autonomous shuttle](#) in Crozet?
- **Stewardship:** We honor our role as stewards of the public trust by managing our [natural](#), [human](#) and [financial](#) resources respectfully and responsibly.
- **Learning:** We encourage and support lifelong learning and personal and professional growth. We support our team through internal and external training opportunity. Check out our *free* in-house training opportunities.
- **Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission. See how we're living out this value in the Office of Equity and Inclusion [2020 Annual Report](#).

We take care of our team, offering employees [BE WELL Albemarle](#) support to provide opportunities to understand and follow an active lifestyle that promotes a culture of good health and wellness.

We take care of the [environment](#), with a department dedicated to programs supporting Pollution Prevention (P2), Energy Conservation and other environmental initiatives.

The Controller

The Albemarle County Department of **Budget & Finance** is actively recruiting a **Controller** to join our team. The successful **Controller** oversees the County's financial processes in compliance with state and federal laws and in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). Performs complex, professional and administrative work in the planning, organizing and directing the financial activities of the County. Oversees three Units: Accounting, Payroll and Risk Management. These units are responsible for general accounting, annual audit, payroll processing, financial reporting, fixed assets systems and risk management program. This position works closely with other Offices within the Department of Finance & Budget, including the

Office of Management & Budget to maintain a chart of accounts and proper grants accounting work. In addition, this position supports the School Division on their reporting and general accounting responsibilities, along with other entities where the County has a partnership to perform fiscal duties. This position will be instrumental in ushering in a new financial system that is slated for implementation beginning FY 2024.

The Expectations

Essential functions and responsibilities of **Controller** include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

- Plans, designs, coordinates, directs, and implements financial and accounting activities, including maintaining, supervising and improving a system of accounts and procedures in accordance with GAAP, GASB, and the State Auditor of Public Accounts.
- Oversees the Accounting, Payroll, and Risk Management Units, including supervision of each Unit's leader;
- Enhances the efficiency and effectiveness of the County's financial operations and systems through documented review and improvements of processes, training of staff and end users, and implementation of strong internal controls;
- Oversees the preparation of monthly, quarterly, annual and required ad hoc financial reports including preparation and scheduling of the Comprehensive Annual Financial Report (CAFR);
- Maintains complete financial records and participates in the formulation of County-wide policies and regulations;
- Serves as a liaison with the County's external auditors and the State Auditor of Public Accounts and is responsible for overseeing the audit process, including serving as Staff Liaison to the Audit Committee;
- Formulates general policies and procedures for the Accounting, Payroll, and Risk Management Units and leads process improvements to ensure data accuracy and timely and effective customer service;
- Prepares and oversees annual budget for Accounting, Payroll, and Risk Management Units.
- Serves as liaison with the School Division's fiscal services department;
- Develops and monitors performance metrics for the Controller's Office;
- Develops responses to all internal and external accounting audit findings and recommends corrective action to the Department of Finance and Budget, under the guidance of the Assistant CFO for Policy & Partnerships;
- Participates in professional training meetings, seminars, conference, etc. to stay current of best practices in government operations and promotes the same opportunities for the Controller's Office;
- Provides assistance to all County Departments and supports fiscal agency relationships in accordance with established service agreements in matters pertaining to accounting, finance, payroll, and risk management services;
- Oversees the development of succession planning and career growth and development for staff to become new leaders within the organization;
- Demonstrate the Albemarle County Pillars of High Performance as we are all stakeholders, who share leadership, ownership, and responsibility for the County's vision, mission, core values, and strategic goals; follow the Leadership Philosophy, demonstrates the Core Values, and uses the Business Operating Principles as a guide for operating process and how the work is

accomplished; provide every customer with an experience that is professional, empathetic, and responsive; and promote cultural understanding and competency and an organizational climate of equity and inclusion;

- Performs related tasks as required.

THE QUALIFICATIONS

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a Bachelor's Degree in accounting, finance, business administration or related field and at least five years' experience in public finance administration, including a minimum of three years' experience in local government in a management level capacity. CPA, MBA, or MPA is preferred.

Knowledge, Skills and Abilities

Thorough knowledge of principles of governmental accounting and public sector finance, systems of accounts, encumbrances and risk management; thorough knowledge of the procedures for financial control and accounting in accordance with GAAP and as required under the requirements of the State Auditor of Public Accounts; general procedural knowledge of a municipal payroll system; ability to analyze and solve complex accounting problems, ability to comprehend and implement the accepted principles of the municipal accounting; skilled with an understanding of the interplay between technology, accounting and operational efficiency; skilled in Microsoft Office suite, including advanced skills in Excel; ability to work with vendors and the general public; ability to work as part of a professional team and to interact and collaborate with other County employees in dealing with operational or technical matters; ability to take direction and to offer technical advice in the field of accounting, internal controls, payroll and risk management; ability to express ideas clearly and concisely, orally and in writing; ability to plan, organize and review the work of subordinates.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Conducts work typically in a sitting position; however, job requires frequent standing and walking. The job requires normal visual acuity, and field of vision, hearing, and speaking. Requires frequent operation of a variety of office equipment including routine computer keyboard operations. Occasional air or motor transportation to attend meetings may be necessary. Regular and frequent contacts made at all organization levels (internally and externally) for the purpose of achieving organization goals and missions, requiring interpretation of GAAP, GASB, and other policies and possibly committing the organization to a future course of action. Communication often requires tact, discretion, and high-level confidentiality; and reflects need to motivate, persuade, or influence individuals or groups. Regular contact made with the highest appointed and elected officials or the most influential persons in the County. Communications often: defend, justify, negotiate, and settle highly significant or sensitive issues; requires skills in diplomacy, persuasion, and negotiation; and incorporate a developed sense of strategy and timing. Occasionally duties require working beyond normal office hours.

THE SALARY RANGE

The hiring range for this position is \$100,000 - \$120,000 per year.. Starting offer is based on applicable

education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until Friday, June 17, 2022, 5:00 p.m. EST

PROCESS: For consideration please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.