



The County of Greene seeks a highly qualified professional to serve as Finance Director. The Finance Director will perform complex professional work planning, directing and supervising the daily operations of general accounting functions, accounts payable, IT, and grants management. The position is directly involved in preparing the annual budget and related reports, overseeing the annual audit, acting as liaison to departments and staff, and performing related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator.

The compensation package includes health insurance and retirement benefits, and the hiring rate depends on qualifications. Salary range is \$92,049-\$147,154. Full job description and county application can be found at [greenecountyva.gov](http://greenecountyva.gov).

For consideration, please submit a cover letter, resume, County Application, and salary requirements to: Lisa Roach, Human Resources Director, P.O. Box 358, Stanardsville, VA 22973 or [lroach@gcva.us](mailto:lroach@gcva.us). The position will remain open until filled and applications will be reviewed as received. EEO, AA, M/F/H/V employer.

# Finance Director

FLSA Status: Exempt

## General Definition of Work

Performs complex professional work planning, directing and supervising the daily operations of general accounting functions, accounts payable, grants, procurement, and information technology, preparing the annual budget and related reports, overseeing the annual audit, acting as liaison to departments and staff, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Supervision is exercised over all departmental personnel.

## Qualification requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

## Essential Functions

Supervises and manages the daily operations of accounts payable, grants, procurement, information technology and general accounting functions.

Prepares the annual budget; advises the Board of Supervisors and County Administrator of revenue projections and anticipated expenditures; monitors expenditure/revenue reports throughout the year for accuracy and to stay within budget.

Prepares annual audit and all related reports.

Reviews, authorizes, and approves accounts payable and related reports; approves the processing of 1099's.

Prepares Requests for Proposals and Requests for Bids according to procurement laws and policies; ensures all purchasing policies are followed; monitors expenditures for approved projects.

Coordinates monthly closing process of the general ledger; prepares journal entries; authorizes the closing process.

Coordinates the year end closing process of the general ledger with all County departments, Social Services, and County Schools; reconciles accounts; prepares journal entries and authorizes the closing of the fiscal year.

Authorizes and approves financial reports related to state/federal/local grants.

Attends Board of Supervisors and staff meetings; provides reports as necessary.

Advises the Board of Supervisors on borrowing initiatives for capital projects and short-term lease projects; provides an annual summary report to the Board of Supervisors and County Administrator on debt.

Performs a variety of special projects assigned by the County Administrator or the Board of Supervisors.

## Knowledge skills and abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting thorough knowledge of the principles and practices of a municipal purchasing system; thorough knowledge of the practices, methods and laws relating to municipal bond financing; thorough knowledge of the County code; thorough knowledge of standard office procedures, practices and equipment; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to communicate complex ideas effectively both orally and in writing; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships County officials, other governmental officials, associates and the general public.

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## Education and Experience

Bachelor's degree with coursework in accounting and management, or related field and extensive experience in public finance administration including considerable supervisory experience, or equivalent combination of education and experience. CPA preferred.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Valid driver's license in the Commonwealth of Virginia.