



## King William County Director of Finance

<b>SALARY</b>	\$95,000.00 - \$116,826.00 Annually	<b>LOCATION</b>	King William, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	06132023
<b>DEPARTMENT</b>	Finance	<b>DIVISION</b>	FINANCE ADMINISTRATION
<b>OPENING DATE</b>	06/13/2023	<b>CLOSING DATE</b>	Continuous

### General Description

This position is responsible for the preparation of the annual budget; assisting in the determination of tax rates to fund the annual budget; planning, organizing, and directing all activities of the Finance Department. The Director of Finance plans, oversees, and manages the annual audit and preparation of the Comprehensive Annual Financial Report. This position works with the County Administrator to prepare the Annual Budget and Budget-in brief document. The Director of Financial Services oversees all County procurement; maintains the general ledger; performs account reconciliations; and budget appropriations.

### Essential Functions

- Assists the County Administrator in preparing and monitoring the county annual budget and determining tax rates necessary to fund the annual budget.
- Manages the annual financial audit and production of the Comprehensive Annual Financial Report.
- Oversees the procurement officers. Ensures compliance with ordinances and regulations for the proper processes for each purchase made for the County.
- Approves Purchase Orders
- Supervises operations for the Finance Department to include personnel, general ledgers and their reconciliation, accounts payable and revenue transmittals. Develops, interprets, and implements department and county policy and procedures as it relates to financial operations.
- Provides work instruction, training, employee evaluations, and maintains work standards and evaluates employee performance.
- Supervises County fixed assets plan for general ledger.
- Manages debt issuance and existing debt including debt service and ensuring compliance with due dates; maintains fiscal records and files.
- Approve all journal entries prior to entry to general ledger.
- Work collaboratively with the Commissioner of the Revenue and Treasurer on matters that contribute to the County's finances, particularly revenue projections and preparation of monthly reconciliation of accounts.
- Prepares and submits for Board approval, all amendments to County budget.
- Manages annual Capital Improvement Plan (CIP) with Community Development and Code Compliance.
- Completes special projects as assigned by the County Administrator.
- Work collaboratively with other staff including Constitutional Officers, Department Heads, and School Board Finance Department.

### 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 practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records. Ability to prepare informative financial reports, ability to plan organize, and direct and evaluate work of subordinate employees. Ability to establish and maintain effective working relationships with all county officials and other governmental officers and associates. Thorough knowledge of Governmental Accounting Standards Board guidance pronouncements strongly preferred. Excellent oral and written communication skills. Knowledge of and ability to interpret related regulations and ordinances required. Ability to analyze problem situations, determine needs and develop corrective actions. Ability to maintain records, prepare reports, documentation required. Computer literacy is expected with Microsoft Office Suite and financial software such as Edmunds or a compatible system.

**Education, Training, and Experience**

Bachelor’s degree in business/finance, economics, public administration, or closely related field with Master’s degree preferred; supplemented by a minimum of five (5) years previous experience and/or training that includes governmental accounting and management, public administration and supervisory experience; or an equivalent combination of education, training, and experience. CPA designation is not required but preferred.

**EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

*The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.*

**Agency**

King William County

**Address**

180 Horse Landing Rd.  
  
King William, Virginia, 23086

**Phone**

(804) 769-4968

**Website**

<http://www.kingwilliamcounty.us>