

## Deputy Director of Management Services

Campbell County Department of Management Services is actively seeking a Deputy Director.

Be a part of a great organization! Interested? Click below to apply.

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# NOW RECRUITING

## Deputy Director of Management Services

The Campbell County Department of Management Services is seeking a **Deputy Director** to assist with daily operations in the following areas:

- ✓ Budget & Finance
- ✓ Payroll & Benefits
- ✓ Purchasing & Accounts Payable



*Be Welcomed. Be Successful. Be Home.*

[APPLY NOW](#)

[www.campbellcountyva.gov/EmploymentOpportunities](http://www.campbellcountyva.gov/EmploymentOpportunities)



## Deputy Director of Management Services

Salary Band 5

FLSA: Exempt

Reports to: Director or full-Time staff as assigned

Staff Supervisory Responsibility: Up to 8 employees

### We Value

Trustworthiness

Openness

The Highest Ethics

Efficient Stewardship

Knowledge

Collaboration

Service

People

General Service Areas/Conditions: Primarily indoor office environment with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

**Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.**

### Performs with excellence, the following tasks, including but not limited to:

- Manages Accounts Payable, Payroll, Budget, Benefits, Finance and Accounting functions and personnel;
- Responsible for the financial analysis of County accounting, budget, and audit programs;
- Oversees and coordinates the year-end audit
- Coordinates internal activities regarding state, federal, and accounting standards described by the auditor of public accounts;
- Responsible for overseeing compliance with all Accounting Standards (GAAP), GASB Standards, and Employment regulations/labor laws;
- Responsible for various accounting spreadsheets;
- Provides financial assistance to other departments as required;
- Responsible for documentation to auditors to insure accurate accounting procedures;
- Provides guidance on routine financial matters to department heads;
- Coordinates activities with central accounting, purchasing, and information services;
- Responsible for requests for appropriations of funds with the Director of Management Services for action by the County Administrator and Board of Supervisors;
- Manages the fixed assets program;
- Responsible for all monthly and annual general ledger closings;
- Responsible for Budget preparation for: CIP requests, Budget requests, Carryover Requests;
- Assists with Budget message;
- Assists with the Management Discussion & Analysis;
- Record all journal entries for the IDA;
- Reviews monthly bank statements;
- Review Year-end assigned/unassigned/supplementals;
- Manages Bonds drawdown process, including posting and reporting requirements;
- Monitors Budget calendar and reviews the budget tracker;
- Insures Cares Act reporting requirements and maintains location and accounting of CARES funds;
- Works closely with Treasurer on issues and questions;
- Fiscal agent for the County's Community Planning & Management Team (CPMT);
- Primary sign-ons for various electronic reporting sites;
- Serves as Director on Management Services in their absence;

**Qualifications:**

- Bachelor's degree from an accredited college or university
- 4 years of related experience
- Additional education and/or training may be substituted where applicable.
- Desired:
  - Masters degree in Accounting of Financial Management;
  - CPA certification;
  - Three (3) years supervisory experience.
- Valid Virginia Drivers' License
- Must be bondable;
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

**Core Skill Sets:**

- Extensive knowledge of public/governmental accounting and office management;
- Comprehensive understanding of mainframe based accounting systems and personal computer based spreadsheet;
- Thorough understanding and ability to utilize the County's adopted software platform.