

EMPLOYMENT OPPORTUNITY



DIRECTOR OF FINANCE WESTMORELAND COUNTY, VA

Westmoreland County, VA is seeking qualified applicants to fill the Director of Finance position. This position is a full-time, exempt position in the Finance Department and the individual should be able to perform complex professional and administrative work planning, organizing and directing financial activities of the county under the supervision of the County Administrator. Supervision is exercised over the Finance Department who handles payroll, accounts payable, two special sanitary districts operational funds, and other related financial operations. Salary Range is \$87,471.75 – \$131,796.00. Please refer to the county website: westmoreland-county.org for a complete job description for this position.

The county is seeking an individual who has a minimum of 8-10 years of experience at a Director or Assistant level in local government or CPA designation. The County will conduct a thorough background check on the selected applicant who will be required to submit a criminal and credit history check. First review of resumes will start on March 5, 2024.

Please submit a cover letter and completed Application for Employment (or résumé with three professional references) to Ben Prescott, County Administrator, P.O. Box 1000, Montross, VA 22520 or prescott@westmoreland-county.org. The position will remain open until filled. For the complete job description and Application for Employment, see <https://www.westmoreland-county.org> or email the above address. Westmoreland County is an AA/EEO/ADA compliant Employer.



WESTMORELAND COUNTY, VA
Director of Finance

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work planning, organizing and directing the financial activities of the county; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing financial management and accounting activities; coordinating the activities of the data processing staff; coordinating work with County Administrator and department directors; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes and directs the activities of the Department of Finance, including financial management and accounting activities.
- Makes recommendations and advises and oversees all fiscal matters, including enterprise fund.
- Supervises the performance of department personnel.
- Act as liaison a liaison with state agencies in regards to budget and finance.
- Establishes and maintains all financial and accounting systems, policies and procedures.
- Manages monthly and yearly general ledger balancing and closing.
- Assists in the development and administration of the county budget; assists other departments as necessary in budget and investment matters; researches and compiles financial data.
- Assists with technical problems involving the county's financial computer system.
- Implements new procedures for more efficient office operations.
- Prepares county budget and performs advanced budget analysis.
- Acts as liaison with state agencies in regards to budget and finance.
- Makes all designated transfers and journal entries.
- Performs related tasks as required.

KNOWLEDGE SKILLS AND ABILITIES:

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a municipal purchasing



system; ability to evaluate complex financial systems and efficiently formulate accounting methods, procedures, forms and records; 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 with other department heads and governmental officials.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree in accounting, business administration or related field required with accounting and budgeting experience in local government finance. Certification as a Certified Public Account, preferred. Experience working with the Bright Municipal Accounting software a plus.

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 reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.



APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____				Date _____	
FIRST		MIDDLE		LAST	
Address _____					
STREET		CITY		STATE	ZIP CODE
Phone Number () _____		Date available for work _____			
Email (optional) _____					
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If hired, verification will be required consistent with federal law.					
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, you may be required to provide authorization to work.					
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)					
Driver's license number _____		State of issue _____		Expiration date: _____	

POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? ☐ Yes ☐ No If yes, specify name. _____

PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:	
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone () _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>

How did you learn about the position? Check all that apply:

- ☐ Westmoreland County's website
 ☐ Recruiter
 ☐ Word of mouth
 ☐ Other
☐ Careers website or job board (Monster, Indeed, CareerBuilder, etc.)
 ☐ Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

☐ Yes ☐ No If yes, when? _____ Job title: _____

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

_____ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

_____ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

_____ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

_____ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____