

## **POSITION AVAILABLE: FINANCE DIRECTOR**

The County of Amelia is accepting applications for a full-time salaried position of Finance Director.

The successful applicant shall perform work planning, directing, and supervising the Finance Department, developing the annual budget and the Comprehensive Annual Finance Report (CAFR), reviewing reports and processes, preparing, and maintaining various records and files, ensuring financial documents are in compliance with local, state, and federal laws and procedures, coordinates and prepares for the annual audit, and related work as apparent or assigned.

Work is performed under the supervision of the County Administrator.

### **Minimum Qualifications**

Bachelor's degree in accounting, business administration, or a related field and three to five years in general accounting and/or governmental accounting or equivalent combination of education and experience.

### **Special Qualifications**

Certified Public Accountant is preferred.

May require possession of, or ability to obtain, specific licenses and/or certifications.

The County of Amelia Employment Application is available on [ameliacova.com](http://ameliacova.com) or at the County Administration Office located at 16360 Dunn Street, Suite 101 Amelia, VA 23002. All applications and supplemental materials can be dropped off at the County Administration Office or completed and emailed to [maribeth.smith@ameliacova.com](mailto:maribeth.smith@ameliacova.com). This position will remain open until filled. For further information, please call (804)561-3039. Amelia County is an EOE. Drug testing and background check required prior to employment.