



Hanover County Government

Finance Department

Finance Division Director

Salary: \$96,500.00 - \$130,000.00

To apply, please visit www.hanovercountyjobs.com

General Description: This is an executive level professional position. The incumbent performs complex administrative tasks and is responsible for the daily local government financial administration supporting the County and Schools operations.

Organization: The Finance Division Director reports to the Director of Finance & Management Services and supervises a staff that supports County and School Financial Operations.

Essential Functions:

- Assists the Director of Finance & Management Services to develop and maintain financial policies and to formulate long-term financial and capital plans.
- Performs complex professional and difficult administrative work involved in managing and supervising the functions of the Finance Division
- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Oversees the County's central financial records and related system of internal controls, financial operations (accounts payable, payroll) preparation of the Annual Comprehensive Financial Report, and other financial reports.
- Coordinates financial management issues and resolution with County departments
- Interfaces regularly with the County's financial advisors and consultants.
- Prepares presentations regarding bond ratings, financial documents, procedures, budget, economic trends, etc.
- Generates reports with proper analytical support, including quarterly financial projections.
- Monitors capital and employee benefit related accounting and fund balances.
- Responsible for developing and monitoring performance measurement reporting.
- Prepares special projects and cost benefit analyses for management.
- Represents the department in management meetings.
- Advises the County Administrator, members of the Board of Supervisors, County departments, and department staff as needed

Working Conditions:

Hazards

- None known

Environment

- Office

Physical Effort

- Minimal

Exempt

- No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of governmental accounting and financial controls, required. Must have good professional and administrative judgment combined with excellent communications skills, both oral and written. Must be able to work independently. Must know how to establish and maintain successful working relationships with department heads, County staff, government officials, and the public.

Education, Experience and Training: Bachelor's degree in accounting or related field required (concentration in Accounting preferred) with at least five (5) years of progressively responsible experience, including supervision; Certified Public Accountant (CPA) with local government experience preferred; Requires experience in financial reporting and forecasting, debt management, local government financial administration; financial operations (payroll, accounts payable). Extensive computer skills with emphasis on Excel required. – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

Criminal Records Check, including fingerprinting

Twelve-month probationary period

Work beyond normal work schedule