



Isle of Wight County Director of Finance

SALARY	\$98,994.00 - \$131,168.00 Annually	LOCATION	Isle of Wight, Virginia 23397
JOB TYPE	Full-time	JOB NUMBER	1
DEPARTMENT	Budget & Finance	OPENING DATE	06/30/2025
CLOSING DATE	Continuous		

Description



Isle of Wight County invites candidates for our Director of Finance position, which is responsible for executive level management, oversight and guidance of the County's finances including all Funds and two component units (Schools and Economic Development Authority (EDA)). Duties include directing the coordination and development of the Annual Operating and Capital Budget and Capital Improvement Plan, ensuring the financial integrity of the County's operations by recommending and maintaining sound financial practices, procedures, and reporting. Work involves directing the

areas of general ledger, accounting, debt issuance, budget, payroll, and purchasing. Position supervises staff of professional, technical and clerical personnel. Reports to the County Administrator.

Examples of Duties

Annual Reporting Oversight

- Manages, coordinates, and oversees the completion of the Annual Comprehensive Financial Report (ACFR).
- Oversees the preparation and submission of the Virginia Auditor of Public Accounts Cost Comparative Annual Report.
- Manages the completion of the Office of Management and Budget (OMB) A-133 Single Audit Report.

Internal Controls & Compliance

- Develops, implements, and manages internal control policies and procedures.
- Ensures compliance with County Financial Policies, including Debt Post-Issuance Compliance.
- Serves as the County's Debt Compliance Officer.

Budget and Financial Planning

- Directs the coordination and development of the Annual Operating Budget and Capital Budget, and Capital Improvement Program (CIP).
- Provides financial and budgetary recommendations to County Administration.
- Monitors budgetary compliance and identifies areas for improvement.
- Analyzes outstanding bond issues in collaboration with the County's Financial Advisor to identify refunding opportunities.

Advisory & Presentation Duties

- Attends Board of Supervisors and committee meetings.
- Prepares and delivers financial presentations and provides expert advice and recommendations to County Administration and the Board.

Procurement

- Develops and implements citywide policies for the acquisition of goods and services through competitive bidding, as well as contract and purchase order administration

Ideal Candidate:

The ideal candidate will possess and have a record of success in the following areas:

- Exceptional leadership ability with demonstrated success in developing and motivating staff.
- Comprehensive and diverse background in governmental financial affairs.
- Proven experience in local government financial management, strategic planning, and policy development.
- Knowledge of current trends and issues that affect and influence finance related matters in a local government.
- A record of accomplishments in preparation of budgets, capital expenditure plans, and Annual Comprehensive Financial Report.
- A strong commitment to teamwork and a proven record of working cooperatively with elected and appointed officials, peers, co-workers and subordinates.
- Exceptional oral and written communication skills.
- Strong presentation skills with the ability to field and answer questions while under pressure.
- Excellent judgment and decision making skills with the confidence and ability to make and execute decisions quickly and effectively.
- An aptitude for innovation and creativity in the performance of work.

PHYSICAL DEMANDS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

Required Qualifications

- Bachelor's Degree
- Minimum of ten (10) years of progressively responsible experience
- Certified Public Accountant certification preferred

LICENSES/CERTIFICATIONS:

- Certified Public Accountant

Supplemental Information

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

Employer

Isle of Wight County

Address

17090 Monument Circle, Suite 108

Isle of Wight, Virginia, 23397

Phone

(757) 365-6266

Website

<http://www.co.isle-of-wight.va.us/>