



Northumberland County Employment Notice Director of Finance

Northumberland County is seeking a person to fill the position of Director of Finance, which under general supervision, performs skilled fiscal control and governmental accounting work, providing oversight responsibility of accounting functions, and has a keen understanding of accounting (specifically governmental and school accounting). Primary responsibility is the oversight of the Accounting & Budget functions of the School Division. Performs reconciliations, advanced fiscal control, budgetary, and accounting work for the School Division and the County. This position will need to work with various departments and agencies, including but not limited to the School Division, Treasurer, and County Administration. Monitors, implements, and makes recommendations for the improvement of internal controls, processes, policies, and procedures. Ensures the proper implementation of financial accounting and reporting standards and coordinates the training, guidance, and development of the accounting and budgets. Work involves assisting the County Administrator and Superintendent with establishing and managing the budgetary plans, policies, and practices to include strategic initiatives, programs and performance measurements. Employee must exercise independent judgment, initiative, critical thinking, and attention to detail in accordance with established policies and procedures. Work also involves specialized preparation and maintenance of complex computer programs and operational routines for data processing systems. Attends monthly regular meetings and called meetings as necessary, of the School Board and Board of Supervisors, providing monthly updates and requested information from each Board. Reports to the County Administrator and serves as the direct supervisor to the school division's Payroll Clerk and the school division's Accounts Payable, and shall be directly accessible by the Board of Supervisors.

The successful candidate should have a Bachelor's degree in Accounting or related field from an accredited college or university, Certified Public Accountant Certificate or a Master's degree in business administration from an accredited college or university. Five (5) years of progressively responsible experience in governmental and/or school accounting, finance, and budgeting with considerable experience working with complex automated financial systems, spreadsheet applications, and financial reporting. CPA or

Certified Public Finance Officer (CFPO) required or the ability to obtain one of the certifications within 12 months.

Applicants must submit a completed county application, resume with education, and employment/experience. **Applications are due Friday, September 19, 2025 at 5:00 p.m.** Compensation will be dependent on qualifications and experience. The successful candidate will be offered benefits including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits. Applications or the full job description may be obtained from the County Administrator's Office, Northumberland County Courthouse, P.O. Box 129, Heathsville, Va. 22473; or 804-580-7666 (voice), or email Luttrell Tadlock, County Administrator, at ltadlock@co.northumberland.va.us. Information about this position and application can be found on the County's webpage at www.co.northumberland.va.us under employment opportunities. E.O.E.