

Finance Director

Location: Amherst County, VA
Department: County Administration
Reports To: County Administrator
Employment Type: Full-Time | Exempt
Minimum Salary \$100,000, negotiable depending on relevant qualifications.



About the Role

Amherst County is seeking a strategic, detail-oriented, and experienced **Director of Finance** to lead the County's financial operations with integrity, transparency, and innovation. This is a critical leadership role responsible for managing and improving the County's financial systems, ensuring regulatory compliance, and providing clear financial insights to guide decision-making.

As Director of Finance, you will oversee a wide scope of financial functions, including budget planning and administration, accounting, payroll, purchasing, grant administration, and financial reporting for the County government, constitutional offices, and the school district. This position plays a key role in safeguarding public resources and delivering efficient, high-quality services to the community with an eye towards careful, conscientious stewardship of citizen tax dollars.

Key Responsibilities

- Develop and enforce financial policies, procedures, and internal controls across all County operations.
- Lead the annual budget process, monitor expenditures, and ensure fiscal responsibility.
- Serve as the County's fiscal agent for grants and oversee grant applications and compliance.
- Coordinate with constitutional offices, departments, and the school district on financial matters.
- Ensure timely and accurate financial reporting in compliance with federal, state, and local laws.
- Analyze financial risks and opportunities, and advise County leadership on sound fiscal strategies.
- Present complex financial information to elected officials, stakeholders, and the public in a clear and accessible manner.

- Supervise finance staff and support professional development and performance.
 - Oversee purchasing, accounts receivable, collections, payroll, and the CSA program.
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Qualifications

Required:

- Bachelor's degree in Finance, Accounting, or related field.
- Extensive experience in accounting or financial management within a medium or small-sized organization.
- Strong leadership, communication, and analytical skills.
- Proven ability to manage teams and collaborate across departments.

Preferred:

- Master's degree in Finance or Accounting.
 - CPA, CGFM, or CPFO certification (or ability to obtain).
 - Experience with RDA accounting system.
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Knowledge, Skills, and Abilities

- Deep understanding of local government accounting, budget development, and financial controls.
 - Strong ability to assess risk, develop policies, and optimize financial performance.
 - Ability to communicate complex financial information to non-financial audiences.
 - Skilled in team leadership, staff development, and interdepartmental collaboration.
 - Knowledge of local government operations and funding mechanisms.
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Physical & Work Environment Requirements

- Occasional lifting up to 25 lbs.
 - Frequent standing, sitting, speaking, and listening.
 - Office environment with standard noise levels and minimal environmental risks.
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Why Amherst County?

Join a mission-driven organization committed to responsible stewardship of public funds and continuous improvement in public service. Amherst County offers a supportive work

environment where your expertise will directly impact the quality of life for residents and help shape the County's future.

How to Apply

Please submit your resume, cover letter, and relevant certifications to
<https://theapplicantmanager.com/jobs?pos=AG173>

Applications will be reviewed on a rolling basis until the position is filled.

Amherst County is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



AMHERST

Perfect Slice of Virginia

Why Us?



Multiple insurance options including two \$0 options for employee-only coverage.



Supplemental Insurance for Cancer, Accidents, Disability, Long Term Care, Medical Bridge, and more.



Retirement options include a defined pension plan and deferred compensation options with an employer match. Additionally we offer a 457B plan with a monthly match of up to \$100 for new participants!

BENEFITS OVERVIEW

Amherst County is proud to offer an affordable and extensive list of benefit options:

- Medical, Dental, and Vision bundle coverage for as low as \$23 a month for employee only
- Health Savings and Flexible Spending Accounts (HSA/FSA)
- Colonial Life supplemental insurance options for Cancer, Accidents, Medical Bridge, Life Insurance and more!
- Student Loan Assistance Program through GradFin
- Pension plan through Virginia Retirement System
- Additional Retirement options through Nationwide
- Generous Paid Time Off

Contact Us

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www.countyofamherst.com