

COME JOIN THE PULASKI COUNTY TEAM!

DIRECTOR OF FINANCE

Pulaski County is seeking to fill a full-time Director of Finance position. The Director of Finance is responsible for oversight of all county financial functions including the Board of Supervisors, Public Service Authority, Economic Development Authority, Sports Tourism and Entertainment Authority and the Department of Social Services. This individual works with the Treasurer, Commissioner of Revenue, School Board, staff, Compensation Board and various state and federal agencies to manage the financial, personnel and risk management aspects of County operations. The position requires complex professional work preparing and performing analyses, projections and review of all financial activities. These functions include monitoring and reviewing all departmental budgets in accordance with County Administrator and various Board's direction and ensuring the County meets all required standards of accounting. The position ensures accurate financial reporting, the oversight of internal funds, preparing reports, supporting audits, managing procurement and banking relationships, collaborating on long-term financial planning, and maintaining county insurance programs. This position also requires complex professional work preparing and performing analysis, projections and review of all financial activities. The role also involves staff training and ensuring compliance with governmental financial standards. This position supervises the Assistant Finance Director, Finance Accountants, County Payroll Supervisor, Accounts Payable/General Billing Clerk and reports to the County Administrator.

Work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some overtime, holiday and evening work may be required as well as overnight travel. The salary scale for this position is \$92,107 - \$157,343 and is commensurate upon education and experience.

Educational Requirements: Applicant must possess a required Bachelor's degree in Accounting, a Master's Degree and CPA is preferred, a minimum of 4-6 years of extensive experience required in municipal finance with 7-10 years preferred. Applicant must also be highly proficient in Microsoft Word, Excel, and PowerPoint, knowledge of Tyler/Munis Software is preferred, possess extensive experience in personnel procedures and insurance functions, and have experience supervising, selecting, training, and developing Finance Department staff.

Please note that this position requires:

- Pre-employment drug screening & alcohol testing
- Background check
- DMV driving record check
- County residency

Excellent benefit package that includes:

- Health, dental & prescription drug insurance
- Optional vision, cancer, critical illness, accident, life, AirMedCare, Pet, and Christmas club
- Virginia state retirement & life plus optional 457b retirement program with company match
- Sick, vacation and birthday leave
- Short and long-term disability
- Multiple paid holidays
- Free YMCA membership and more!

Interested individuals may apply at the appropriate Virginia Employment Commission Office or apply online at www.pulaskicounty.org. Full job descriptions for all positions are located on the website.

Pulaski County, VA is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). To request an accommodation for disabilities, contact Human Resources at 540-994-2406. Individuals that require a paper application should contact Kristin Rakes, HR Assistant at krakes@pulaskicounty.org or call 540-994-2628.

Pulaski County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender/identity/sexual orientation, national origin, ethnic origin, disability or protected veteran status.

This position will be open until filled. The position was first advertised on 11/10/2025. To comply with company policy, this position will remain posted for a minimum of 5 days.

Director of Finance
Pulaski County

Department: Finance

Supervisor Exercised: Assistant Finance Director, Finance Accountants, County Payroll Supervisor, Accounts Payable/General Billing Clerk

Supervision Received: County Administrator

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Exempt/Full-time

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license & Driving Record Required. Statement of Economic Interests (Real Estate/Full Disclosure) is required. Establishment of County residency required within one year of hire date.

Essential Employee: No

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some overtime, holiday and evening work may be required.

Benefits Eligible: Yes

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations maybe allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Assembles budget requests and compiles Board of Supervisors, Public Service Authority, Sports Tourism and Entertainment Authority and Economic Development Authority budgets for advertisement as well as coordinates budget information for the School Board and Department of Social Services budgets
- Maintains proper charges to line items based on standardized chart of accounts in order to properly and accurately report total annual expenditures
- Maintains proper accounting for internal service fund operations

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- Oversees development of a plan for the documented allocation of administrative overhead costs to various operational functions as required for annual state and federal reimbursement
- Maintains financial reporting throughout the year
- Plans, evaluates, coordinates, and directs department in preparation for the annual audit review, and works closely with the County's independent external auditors;
- Oversees various agency and departmental budgets and reviews and prepares appropriations requests as needed during the fiscal year
- Oversees purchasing and property disposal functions to ensure conformity with local, state and federal procurement standards
- Supports department heads and other employees in dealing with day-to-day concerns as requested
- Approves disbursements for goods and services and payment of financial debt obligations within budget appropriations
- Assists with the development of budget presentations and other community reports
- Plans, evaluates, and directs departmental policies, programs, procedures, and operations related to the financial and budgetary activities
- Directs the financial operations of the County by an established central accounting system within commonly accepted governmental accounting principles
- Works with external financial advisor to provide long-term financial planning and arranges borrowing necessary to implement the initiatives of the Pulaski County Board of Supervisors, the School Board, the Public Service Authority, Sports Tourism and Entertainment Authority, and the Economic Development Authority
- Ensures proper submittal of all financial and personnel reports required by state and federal agencies
- Works with Treasurer's Office, Social Services and School Board staff to reconcile financial accounting with the monthly cash balance
- Ensures all banking needs are met for the three authorities including bank statement reconciliation
- Assists with procuring accounting system, banking, insurance, and fringe benefit services as needed
- Serves as the primary point of contact between accounting system support services and the County staff
- Instructs staff in the use of accounting system for reviewing budgeted revenues and expenditures
- Maintains, updates and assist with administration of the County insurance programs to include property, general liability, building, automobile, workers compensation, and unemployment insurance coverages
- Works with consultants to track and administer self-insured health and dental plans

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures and all required Generally Accepted Account Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Knowledge of General Fund accounting
- Practices, methods and laws relating to municipal bond financing
- Ability to interpret federal, state and local policies, procedures, laws and regulations related to municipal finance

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- Ability to prepare and analyze complex financial data in a timely and accurate manner
- Excellent interpersonal and communication skills

ADA REQUIREMENTS: Ability to remain stationary at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously, ability to read and write in order to understand and exchange information, ability to position oneself in order to file papers, ability to move up to 50 pounds, dexterity required to operate keypads, push buttons, and switches, ability to work independently in the absence of specific instruction and ability to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:

- Bachelor's degree in Accounting required, Master's Degree and CPA preferred
- Minimum of 4-6 years extensive experience in municipal finance required with 7-10 years preferred
- Highly proficient in Microsoft Word, Excel and PowerPoint
- Knowledge of Tyler/Munis Software preferred
- Extensive experience in personnel procedures and insurance functions
- Experience supervising, selecting, training, and developing Finance Department staff

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

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I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date