



DEPUTY COUNTY ADMINISTRATOR/ FINANCE DIRECTOR

AMELIA COUNTY, VIRGINIA



AMELIA COUNTY, VIRGINIA is seeking an experienced local government professional to serve as its Deputy County Administrator/Finance Director. Under the direction of the County Administrator, the successful candidate will play a vital leadership role in the oversight and coordination of the day-to-day operations of the county and will serve as the chief administrative and operating officer in the County Administrator's absence. The position will serve as a primary point of contact for resolving complex professional, administrative, and managerial issues across the organization. The position will be responsible for planning, directing and supervising the Finance department; working with the County Administrator in the development of the annual budget; overseeing the preparation of the Annual Comprehensive Financial Report (ACFR); reviewing various County reports and processes; preparing and maintaining various records and files; and ensuring financial documents comply with local, state, and federal laws.

This recruitment profile provides background information on the community, its governmental operations, and its aspirations. It also outlines the qualifications, experience, and characteristics determined to be necessary and desirable for successful performance as the Deputy County Administrator/Finance Director.

To be considered, qualified candidates are encouraged to submit a cover letter, resume, and professional references, along with an Amelia County employment application to the Berkley Group, via email at doug.walker@bgllc.net. This position is open until filled. A review of applications will begin on or after January 19, 2026. However, please note that highly qualified candidates may be invited to interview at any time. Timely submittal will ensure the most advantageous review.

Inquiries relating to the position should be directed to:

Doug Walker

Berkley Group, LLC

P.O. Box 181

Bridgewater, VA 22812

Email: doug.walker@bgllc.net

Mobile: 540-235-0684





COMMUNITY BACKGROUND

Located in the Piedmont Region of Central Virginia, Amelia County combines the charm of a rural lifestyle with convenient access to the Richmond metropolitan area. The county is a vibrant community of approximately 13,600, blessed with natural beauty, a rich history, and an exciting future.

The County encompasses 361 square miles of gently rolling topography, and is made up of farms, forests, homes, and businesses. The Appomattox River runs along the county's northern border, offering recreational and leisure opportunities. The County has a strong agricultural economy, while many of its citizens work in neighboring counties.

This position offers an excellent opportunity within a scenic community that has a high quality of life and a reasonable cost of living, offering some of the most affordable housing options in the Richmond metropolitan area. The County anticipates future growth and development while maintaining its rural characteristics and provides numerous services in an efficient and sound manner to maintain the quality of life that is attractive to its citizens.

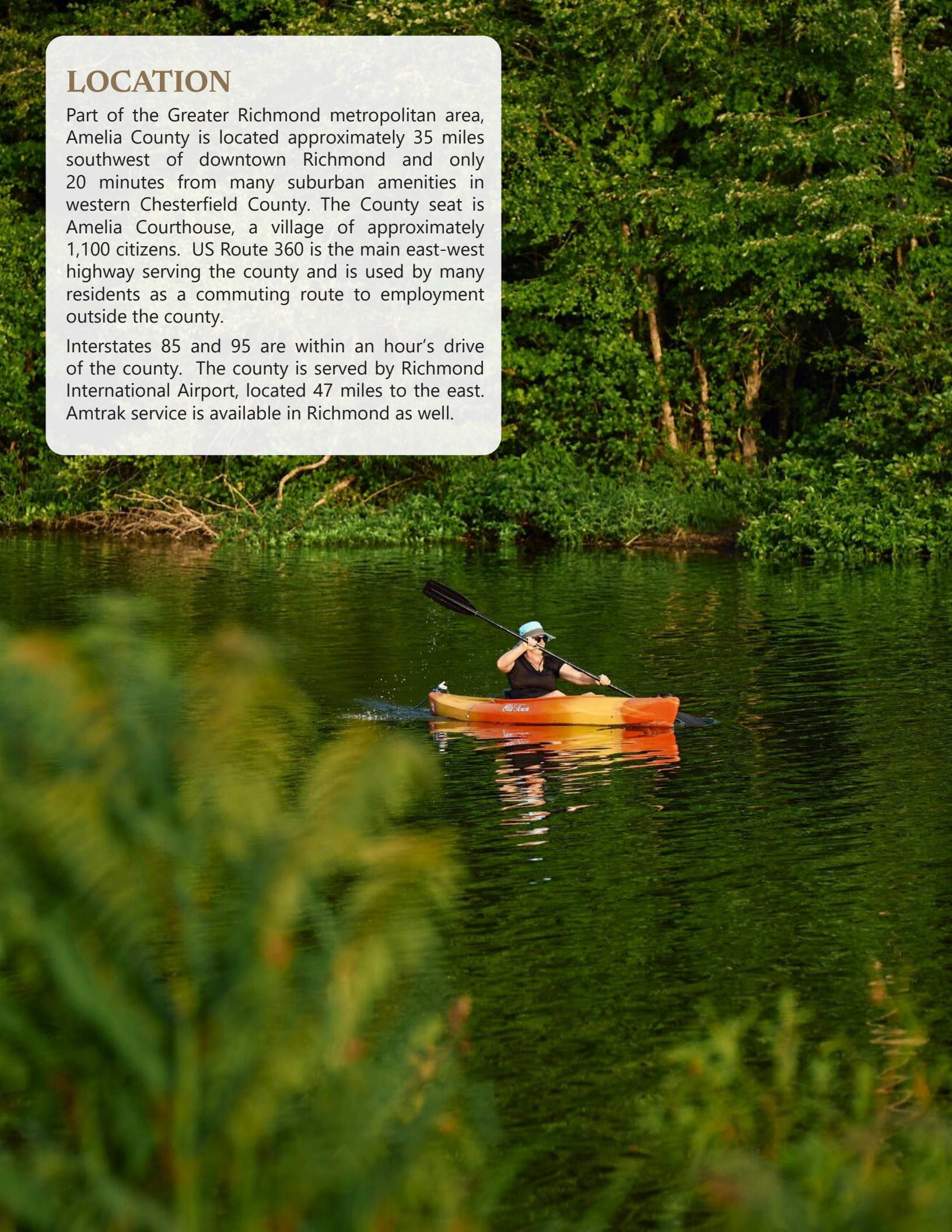
As of 2024, Amelia County has a population of 13,836 residents. The County's residents are 73.3% White, 20.4% Black, and 6.3% two or more races (population and demographic information from US Census estimates). The median household income is \$66,339, and the poverty rate is 11.1%. The value of owner-occupied housing is \$233,700 as of 2022.



LOCATION

Part of the Greater Richmond metropolitan area, Amelia County is located approximately 35 miles southwest of downtown Richmond and only 20 minutes from many suburban amenities in western Chesterfield County. The County seat is Amelia Courthouse, a village of approximately 1,100 citizens. US Route 360 is the main east-west highway serving the county and is used by many residents as a commuting route to employment outside the county.

Interstates 85 and 95 are within an hour's drive of the county. The county is served by Richmond International Airport, located 47 miles to the east. Amtrak service is available in Richmond as well.



ECONOMY

Amelia County has a strong agricultural economy. Major products of the county include livestock and milk, poultry and egg production, and grain, dry beans and peas, and tobacco. Many citizens commute to neighboring communities for employment in the Greater Richmond metropolitan area.

Working with its Economic Development and Industrial Development teams, the county has two industrial parks. This development has provided jobs, expanded the commercial and industrial base, and allowed the county tax rate to remain low.

Amelia County is home to several companies, including Anderson Brothers Lumber Company, Keystone Vintage Lumber, Martin Marietta-Amelia Quarry, Swift Creek Forest Products, and Tatum's Hauling. Major employers are Amelia County, Amelia County Schools, Amelia Rehabilitation and Healthcare, Genesis Decor, Tatum Hauling, Superior Walls, Chaney Enterprises, Food Lion, and Star Children's Dress Company.

EDUCATION

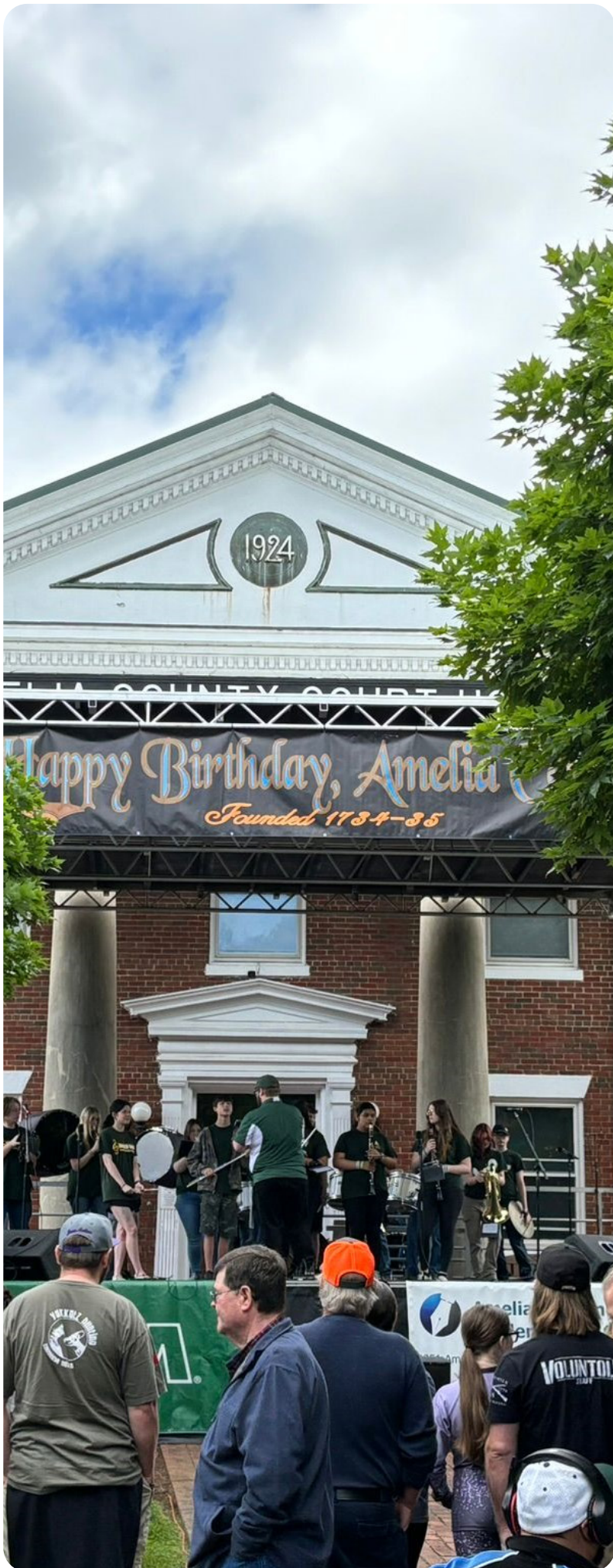
Amelia County is proud of its small, inclusive public school system. The Amelia County Public School System is comprised of three (3) schools: Amelia County High School, Amelia County Middle School, and Amelia County Elementary School, which in total educate approximately 1,500 students. High school students can take classes at the Amelia-Nottoway Technical Center, with coursework opportunities in automotive, agricultural, culinary, and medical fields. Amelia Academy is a private school, offering accredited education to Pre-K thru 12th students.

There are many excellent colleges and universities located within easy commuting distance of the county. J. Sargent Reynolds and Bright Point (Midlothian Campus) Community Colleges are nearby and provide educational training for residents. Longwood University, Hampden-Sydney College, the University of Richmond, Virginia State University, Virginia Commonwealth University, and Old Dominion University are all located within 35 miles of the County Courthouse.

HEALTHCARE

Amelia Healthcare Center provides comprehensive, primary healthcare to Amelia County residents. Affiliated with Southern Dominion Health System, Inc., the local facility provides preventive healthcare and minor surgery from infant to geriatric care. Several dentists and eyecare professionals are available in and near the county. Being in the Greater Richmond metropolitan area, hospital and specialty services are conveniently located nearby and offer a full range of medical care.





RECREATION

Known for its community spirit, Amelia County offers its residents a wide variety of activities to connect with family and friends. Outdoor enthusiasts will appreciate the Amelia Wildlife Management Area, which offers hunting, fishing, and camping opportunities on its 2,217 acres. Fishermen and kayakers alike enjoy the 100-acre Amelia Lake and 4.5-acre Saunders Pond, where largemouth bass, crappie, channel catfish, bluegill, and redear sunfish are plentiful. More aquatic recreation is available on the 3,100 acre Lake Chesdin, which offers water skiing, canoeing, and private marinas.

Additionally, Amelia County proudly hosts several events to celebrate the county's history and connect with local residents and visitors:

Amelia County Tractor Parade is held annually in March. All types of tractors, machinery and equipment are invited. Participants of the parade travel through the Village and end up at Joe Paulette Memorial Park for the tractor show. The parade and show are free to spectators.

Amelia Day is celebrated every May on the Saturday before Mother's Day. The festival started in the 1980's, making it celebrated for over 45 years. Amelia Day is free to visitors and includes live music, food trucks, arts & crafts, vendors, car & truck show and kid activities.

Amelia County Fair is typically held in September but in recent years has been moved to a week in June. While entertainment varies, visitors were able to enjoy a Demolition Derby and Cowboy Circus as main events in 2025. Every year there is live music, a beauty pageant, petting zoo, vendors and rides. Amelia County Fair was established in 1914.

Amelia County Harvest Festival is held on a Saturday in November. This free event brings awareness and collects donations for Amelia County's Food Pantry. Visitors can expect live music, food/beverage trucks, a car and tractor show, kids' activities and local vendors. Amelia County Harvest Festival was established in 2024.

COUNTY GOVERNMENT

Amelia County is governed by an elected Board of Supervisors that establishes policies for the administration of the County Government. The Board of Supervisors consists of five members who are elected by district, each for a term of four years. The County has five elected Constitutional Officers – the Commonwealth’s Attorney, Sheriff, Commissioner of the Revenue, Treasurer, and Clerk of the Circuit Court.

Appointed by the Board of Supervisors, the County Administrator is the chief administrative officer of the county. The County Administrator is responsible for the implementation and execution of policies established by the Board. The County Administrator oversees the County’s Finance, Public Works, Administration, Emergency Management, Parks & Recreation, Community Development, Animal Control, and Environmental Services departments.

The County has approximately 191 full-time and part-time employees. The County 2026 fiscal year budget is \$60.3 million, including the school system, public utilities, Constitutional officers, and general fund.



THE POSITION

Amelia County seeks a positive, reliable, and forward-thinking leader who will be actively involved in day-to-day County operations while also guiding the strategic direction of the finance department. This role requires a community-focused, team-oriented professional dedicated to serving a close-knit, rural community. The successful candidate will be responsible for planning, directing and supervising the Finance department, assisting in the development of the annual budget and the Annual Comprehensive Finance Report (ACFR), reviewing reports, and processes, preparing and maintaining various records and files and ensuring financial documents comply with local, state, and federal laws. Work is performed under the supervision of the County Administrator.

Essential functions include:

- Oversees the County’s financial operations, including accounts payable, payroll, cash management, debt financing and tracks financial aspects of capital improvement projects
- In conjunction with the County Administrator, assisting in the preparation, presentation, implementation, and overseeing of the annual budget; aids department heads in preparing budget estimates and in determining costs for new programs; prepares budget amendments, as necessary;
- Coordinates the preparation of the Annual Comprehensive Finance Report (ACFR);
- Prepares the general ledger; posts all accrual and modification entries for the annual audit to ensure compliance with Government Accounting Standards Board (GASB) standards;
- Reviews the year-end reports and prepares them for GASB-complied audit report;
- Prepares, submits, and maintains various accounting records and reports; ensures documents are in compliance with local, state, and federal laws and procedures;
- Oversees preparation, submittal, and maintenance of employee W-2s, 1099s, and other annual tax documents;
- Works closely with the county schools regarding financial reporting and monthly appropriations.

- Provides recommendations on hiring, terminating, promoting/demoting, suspending, and adjusting grievances; assigns, leads, trains, and inspects the work of staff; rewards and disciplines staff as necessary; coaches, counsels, and evaluates staff performance; develops staff schedules; develops and achieves high performance and strategic objectives for the department; ensures deadlines for the department are met; supervises daily operations;
- Reviews and approves financial procedures and controls; reviews and approves all disbursements;
- Supervises and approves all reports for drawdowns of grant funds and serves as the Finance Officer on all grant applications;
- Presents reports to the Board of Supervisors as to the financial position of the County, and attends monthly meetings of the Board of Supervisors;
- Advises and provides recommendations to the County Administrator, department heads, and the Board of Supervisors;
- Serves as the designated Purchasing Agent on behalf of the County Administrator and coordinates procurement processes including RFPs, RFQs, ITBs
- Serves as the county's Social Services Administrative Board on behalf of the County Administrator and supervises the Director of Social Services;
- Supervises specific departments and key functions of County government as delegated by the County Administrator including but not necessarily limited to the Department of Parks and Recreation and the Department of Animal Control;
- Performs other related duties as assigned by the County Administrator.



PRIORITIES

The County has identified the following priorities for the Deputy County Administrator/Finance Director:

- Foster strong, collaborative, and positive relationships with the Board of Supervisors, partnering agencies, and the community to ensure alignment and transparency;
- Assess current Finance department operations and develop recommendations for improving processes as needed;
- Become familiar with active County projects, and manage projects as assigned;
- Collaborate with the County Administrator and department heads on the upcoming FY2027 budget;
- Work with the County Administrator to align priorities and plan organizational improvements;
- Reconcile funding availability for current and planned capital projects and provide funding source options for Board consideration to support the Capital Improvement Plan.
- Draft and present financial policies for approval by the Board of Supervisors, providing a clear framework for financial decision-making and accountability;
- Establish and implement comprehensive standard operating procedures to streamline workflows, enhance consistency, and support departmental efficiency;
- Collaborate closely with the finance team members to expand their skill sets, encourage continuous learning, and provide opportunities for professional development to strengthen the team's overall capabilities;
- Conduct a thorough evaluation of potential financial management software to determine feasibility and improvements over the current BAI system, aiming to optimize department functionality;
- Evaluate the broadband expansion project, and provide recommendations for funding and implementation steps;
- Support the digitization of paper records in the Finance department in accordance with the Library of Virginia's guidelines; and
- Actively pursue opportunities to highlight Amelia County's financial management achievements, including efforts towards earning the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.





QUALIFICATIONS, EDUCATION, & EXPERIENCE

The following education and experience factors are the desired qualifications for successful performance:

- Bachelor's degree in public administration, business management, accounting, finance, or related field, and five or more years of experience in an administrative/financial capacity in local government, or an equivalent combination of education and experience
- Previous municipal or county government financial experience in Virginia is preferred;
- Certified Public Accountant certification is preferred, but not required;
- A demonstrated commitment to ongoing professional development through participation in organizations such as VLGMA and Virginia Government Finance Officer Association (VGFOA) is preferred;
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

PERSONAL TRAITS & DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with members of the Board of Supervisors, community members, and all County employees;
- A strong work ethic with a core commitment to personal and professional responsibility and accountability;
- An effective and authentic listener who is genuinely approachable, team oriented and eager to collaborate with others;
- Organized and detail-oriented without losing sight of the big picture;
- A critical thinker who can focus on both solving near-term problems and finding effective solutions for longer term success;
- Professionally competent, with confidence tempered by humility;
- Experience in municipal finance, budget development, financial reporting, and auditing, with a strong commitment to stewardship and fiscal responsibility;
- An ethical steward of public funds;
- A self-starter able to embrace challenges with resilience;
- An innovative leader able to address difficult issues, who constructively questions the status quo while respecting and building upon established effective practices;
- Approachable and empathetic with a customer service mindset; and
- A role model, coach, and mentor for County employees; dedicated to the professional development of staff; able to empower employees with a focus on excellent performance, collaboration, and accountability; able to build a competent team and to delegate responsibility where appropriate.





COMPENSATION AND BENEFITS

Compensation for the Deputy County Administrator/Finance Director is dependent on qualifications and experience with an annual starting range of \$140,000 to \$155,000. The successful candidate will be provided with a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits provided for all County employees. In addition, the County is willing to contribute up to \$3,000 in support of expenses directly related to relocation for the position. County residency is desired but not required.

APPLICATION PROCESS

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For additional information, please visit www.ameliacova.com.

Amelia County is an Equal Opportunity Employer