

The County of Patrick is accepting applications for the position of Finance Officer. The Finance Officer performs professional and administrative work to plan, organize, and manage all facets of the county's accounting, payroll, accounts payable, purchasing, and financial reporting functions. This position also facilitates the annual adoption and management of the county's budget.

The Finance Officer must possess comprehensive knowledge of general laws and administrative principles and practices of governmental finance, accounting and budgeting. The successful candidate will possess excellent communication skills and the ability to establish and maintain productive relationships with county staff and elected officials. The ability to work independently and meet deadlines is required. Knowledge of RDA accounting software is a plus.

The ideal candidate's prior 3-5 years of experience in governmental finance/accounting would be supplemented by graduation from an accredited college or university with a bachelor's degree in accounting, finance, business, or a related field.

This is a full-time position with benefits exceeding \$25,000 annually, which include vacation and sick leave, life and health insurance, and retirement. Annual salary range is \$50,000 – \$70,000. Office hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday. Evening, weekend, holiday, and flexible/irregular work schedules will be required.

Interested applicants should refer to the detailed position description available on the Patrick County website at www.co.patrick.va.us. **Applicants must submit a Patrick County employment application to be considered for the position.** Applicants must be willing to submit to a background check and drug screen. The position will remain open until filled.

The County of Patrick is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age.