

CHARLES CITY COUNTY



FINANCE DIRECTOR

Charles City County's is currently seeking a meticulous, professional and qualified applicant for the position of Director of Finance. The individual tasked with this responsibility performs difficult professional work planning, directing and overseeing financial functions of the County and related work as required. Work is performed under the limited supervision of the County Administrator.

ESSENTIAL FUNCTIONS:

- Reviews general ledger reports and prepares annual budget for County Administrator's review.
- Works with all departments and agencies to prepare annual budget.
- Gathers data for annual audit.
- Processes all necessary entries and closes each month with the Treasurer.
- Reviews all checks that are processed.
- Prepares year end closing for fiscal year.
- Prepares various reports for the County Administrator and Board of Supervisors.
- Assists staff with housing project and all financial information that is required.
- Performs related tasks as required.

REQUIRED SKILLS, KNOWLEDGE, and ABILITIES:

- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures
- Comprehensive knowledge of the principles and practices of accounting and budgeting in government
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records
- Ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees in the specialized field of accounting
- Ability to formulate long-range fiscal planning
- Ability to establish and maintain effective working relationships with associates, governmental officials and the general public
- Excellent verbal and written skills

EDUCATION AND EXPERIENCE

- Bachelor's degree with coursework in finance, accounting or related field with certifications as indicated in the Special Requirements section and considerable experience in municipal financial administration including considerable supervisory experience, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Possession of VGFOA certification
- Possession of a driver's license valid in the Commonwealth of Virginia