



GLOUCESTER COUNTY
invites applications for the position of:

Chief Deputy Treasurer

SALARY: \$65,971 +/- DOQ

OPENING DATE: 09/30/20

CLOSING DATE: Open until Filled

DESCRIPTION:

Gloucester County is currently recruiting for a **Chief Deputy Treasurer** to assist in the overall administration and management of the Treasurer department.

Under general direction, performs complex professional planning, fiscal, managerial and administrative duties for the Treasurer's Office. Employee is given considerable latitude for independent judgment, initiative and resourcefulness on both technical and administrative matters, in adapting existing policies and precedents to specific situations, and in developing new or improved techniques and methods of obtaining effective results and overcoming unusual problems. Must have strong attention to detail. Reports to the Treasurer.

Position is open until filled. Don't delay; priority consideration will be given to those who apply by October 16, 2020.

Examples of Duties

Assists in the overall administration and management of the department, establishing work rules and performance standards; resolves grievances and other sensitive personnel matters; ensures efficient customer service, protection of cash, segregation of duties and workload monitoring; ensures compliance with all applicable laws.

Oversees and directs accounting and financial reporting operations including development and administration of guidelines and internal controls. Prepares and provides financial reports, schedules, reconciliations, and information for the County's annual external audit and preparation of the Comprehensive Annual Financial Report.

Serves as key representative for auditors and County financial staff in addressing and resolving accounting/financial controls and related administrative issues.

Designs, implements, oversees and maintains computer applications and is the primary technical point of contact for software related issues. Duties may include troubleshooting hardware and software problems. Assesses, approves, and purchases specific software applications when (if) necessary.

Provides administrative and technical expertise in management of County funds; invests public funds. Promotes investment earnings within the scope of State law and internal investment policies and guidelines and manages relationships with financial institutions.



GLOUCESTER COUNTY
invites applications for the position of:

Holds signatory and approval authority over County bank accounts and bank transactions such as checks, ACH disbursements, positive pay procedures, wires and ACH transfers and transmittals.

Assumes responsibilities of the Treasurer and other staff within the department in their absences.

QUALIFICATIONS:

- Possession of a Bachelor's degree in accounting, public administration, economics, business administration, or related field.
- Minimum of five (5) years of progressively responsible experience, preferably in a government setting, two (2) of which must have been in a supervisory or managerial position with local government experience preferred.
- Substantial experience in the administration of complex web-based/e-commerce applications for payment receipt, processing and deposit, general accounting, and financial reporting preferred. Experience working with the general public regarding collections and related litigation preferred.

SPECIAL REQUIREMENTS:

- Requires Certified Public Accountant (CPA) license issued by the Commonwealth of Virginia, Certified Public Finance Officer (CPFO) designation, or Certified Government Financial Manager (CGFM) designation; or a combination of education and experience that provides the required knowledge, skills and abilities.
- Possession of Master Governmental Deputy Treasurer Certification or be enrolled in the Treasurer's Association of Virginia Deputy Certification Program and maintain certification once earned.
- Virginia Government Finance Officers' Association certification is preferred. To be considered for this position, your online application must include your cover letter, resume and professional references.

To be considered for this position, your online application must include your cover letter, resume and professional references. A minimum of 3 professional references MUST be listed on the application.

For a complete job description and to apply online, visit our website at: www.gloucesterva.jobs.

Gloucester County is an Equal Opportunity Employer