



## COUNTY OF AMHERST



### Human Resources

AMHERST COUNTY ADMINISTRATION BUILDING  
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### Accounting Division Manager

The County of Amherst is looking for a motivated, self-driven individual to serve as a working manager of the Accounting Division in the Finance and Purchasing Department. The position will appeal to individuals who are inspired by the challenges and opportunities presented in working within an active Finance and Purchasing department.

Competitive candidates will have a hunger to continually search out better ways of doing things, and able to demonstrate loyalty to the organization, the highest ethical standards and excellent communication skills. The selected individual will also need to be creative, have the ability to motivate their team and be an intuitive problem solver. The essential functions of the position are to supervise the payroll and accounts payable staff and CSA Coordinator, perform accounting and reporting duties, make timely and accurate reconciliations, assist in the annual audit, and make recommendations for process improvements as necessary. This position serves as the back up to the Finance and Purchasing Director.

A bachelor's degree from an accredited college or university with major course work in accounting and at least three years professional accounting and auditing experience is required. Public accounting experience with a government entity would set a qualified candidate apart. A CPA or ability to get a CPA along with supervisory experience is required.

Hiring Range: \$60,755 to \$72,000 dependent upon qualifications.

Interested candidates may apply by submitting a resume through the county's recruitment software:

[Employment Opportunities / Amherst County, Virginia \(countyofamherst.com\)](http://countyofamherst.com)

Questions regarding the position may be answered by email ([hr@countyofamherst.com](mailto:hr@countyofamherst.com)) or by contacting Human Resources Director Linda Martin Felix at (434) 946-9420. This position is open until filled. Amherst County is an Equal Opportunity Employer.