

Assistant Director Financial and Management Services

\$85,152 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Financial and Management Services department seeks an individual to perform advanced accounting and budget work, assists with the preparation of financial reports and coordination of audits of the County and its fiscal agents and assists with the formation of and monitoring of the annual budgets. Assists in the development of long term goals, internal controls, and identification of process improvements within the Department.

Responsibilities:

- Provides the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Coordinates annual audits; oversees the selection process of the external audit firm; assists with the preparation and review of the annual comprehensive financial reports, Auditor of Public Accounts comparative cost transmittal forms, OPEB actuarial valuations, and cost allocation plan for the County and fiscal agencies.
- Assist with budget preparation and directs the formulation, implementation, and administration of budget and accounting policies.
- Prepares financial analysis and reports for management and Board of Supervisors and attends and presents financial information at Board meetings.
- Participates in the issuance of new debt, including review of financial documents and coordination with County's financial advisor; coordinates preparation of bond rating presentations and analysis of financial impact; monitors compliance with Federal Arbitrage Laws.
- Assists with financial emergency management and reporting for federal, state, and local agencies to ensure appropriate reimbursement to the County.
- Supervises one or more divisions within the Department as assigned.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field and extensive budget and accounting experience using complex financial systems and management experience; Master's degree and local government experience preferred.
- Must possess reliable transportation to work site(s).
- Knowledge of principles, methods, and practices of accounting, auditing, general ledger, reconciling and balancing, budgeting, and financial reporting in compliance with Generally Accepted Accounting Principles (GAAP) Governmental Accounting Standards Board (GASB) statements, and best practices.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other county employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>