



COUNTY OF NEW KENT POSITION DESCRIPTION

JOB TITLE: Assistant Director of Financial Services	LOCATION: Financial Services
IMMEDIATE SUPERVISOR: Director of Financial Services	PAY GRADE: M4
LAST REVISION DATE: 09/18/2019	FLSA STATUS: Exempt

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GENERAL DEFINITION OF WORK:

Under the direction of the Director, this is an exempt, financial and administrative position responsible for comprehensive County financial and budgetary operations. The Assistant Director of Financial Services performs complex, technical, professional and administrative work with regard to financial and budgetary activities of the County of New Kent. The Assistant Director must demonstrate a high degree of accuracy and quality in all financial, budgetary and administrative transactions, and in developing systems to efficiently and accurately record and report the County's financial and budgetary status. Areas of responsibility may include accounting, budgeting, debt management, financial reporting, audit, grants management, financial planning, capital improvement plan, payroll, general billing, fixed assets, procurement compliance and risk management.

The incumbent works at the direction of the Director of Financial Services and collaboratively with other County management and agencies to provide vital financial advice and recommendations related to County operations. Problems encountered are difficult to complex in nature requiring discretion in modifying rules or formulating new procedures to solve problems. Working with the Director, the Assistant Director of Financial Services may frequently be required to make decisions the consequences of which may have a moderate impact on the County's operations and financial position. Work is performed under the direct supervision of the Director of Financial Services.

ESSENTIAL FUNCTIONS:

- Maintains official accounting and financial records in conformance with generally accepted accounting principles, the Government Accounting Standards Board, the Auditor of Public Accounts, and provides an accurate reflection of the County's current financial and budgetary position.
- Works with the Director in identifying opportunities to maximize the County's financial resources and position. Works with outside financial advisor to develop long-term operational and capital finance plans and take a proactive approach to positioning the County's response to financial impacts resulting from changing economic conditions and legislative actions. Provides financial analyses identifying the potential impacts of growth and evaluating courses of action available to the County.
- Participates in the annual independent outside audit and assist in the preparation of the County's consolidated annual financial report (CAFR) and popular annual financial report (PAFR).



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- Provides administrative and technical support in the preparation of the annual operating budget and the completion of the Capital Improvement Program.
- Participates in the submissions of various County financial documents for review and evaluation for awards/certifications, e.g., the GFOA Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
- Provides administrative and technical support for state and federal grant management and compliance. Handles post-award administration of grants, financial reporting, financial record maintenance, and preparation of monthly, quarterly, and annual fiscal reports. Provides cash management, including review of reimbursement requests and draw-down of funds. Ensures that grant funds are expended in compliance with grantor agency regulations.
- Works with outside consultant to develop and prepare detailed Cost Allocation Plan to identify material indirect costs for recovery from federal and state grantor agencies.
- Monitors department revenues and expenditures to ensure compliance with County policies and procedures, state and federal requirements and related guidelines. Takes an active role in developing meaningful performance measurements and reports for County operations; and carries out continuous improvement efforts in finance operations.
- Participates in the maintenance of the general ledger including error tracking, journal entries, budget transfers, and appropriations. Prepares periodic financial reports and analyses for the Director of Financial Services, County Administrator and Board of Supervisors.
- Provides technical oversight of the Enterprise Resource Planning System and enhancements.
- As assigned, performs special studies, such as a bond analysis and debt service cash flow analysis.
- Participates in the County's risk management system. Reviews property and casualty insurance policies and makes recommendations to the Director of Financial Services, County Administrator and Board of Supervisors.
- Periodically reviews County-wide purchases to assure the conformance with federal, state, and County purchasing regulation and policy. Assist with the preparation of Requests for Proposal as required for certain professional services utilized by the Financial Services Department.
- Participates in the administration of County debt by managing debt service payments, arbitrage compliance, debt projections and debt-related reporting. Works with the Director of Financial Services, County Administrator and the County's financial advisor to issue and monitor debt, secure alternate financing as needed and ensure that all reporting and disclosure requirements are met.
- Provides technical support for fixed asset accounting, and ensures that fixed assets are properly identified, recorded and disposed.
- May be required to participate in the payroll and accounts payable functions as directed.
- May be required to direct the work of assigned staff and assist in employee performance appraisals and hiring decisions.
- Attends and participates in meetings of the Board of Supervisors as directed.
- Performs other work as apparent or as directed by the Director of Financial Services.



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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of governmental accounting, systems of accounts, encumbrance accounting, financial statement preparation, budgeting, procurement, risk management, grants administration, fixed assets, debt management accounts payable and payroll administration.
- Thorough knowledge of the procedures for financial control and accounting as required by the Auditor of Public Accounts.
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements, reports, and recommend and administer general internal control.
- Ability to establish and maintain effective working relationships with department heads, other employees, agencies, public officials and the general public.
- Ability to communicate ideas, explanations and recommendations clearly orally, graphically and in writing.

EDUCATION AND EXPERIENCE:

The Assistant Director of Financial Services should possess the educational equivalent to graduation from an accredited college or university with a degree in business, accounting, finance or related field is required. A CPA designation or master's degree in accounting is preferred. This position requires at least seven (7) years of experience in complex financial and budgetary accounting.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

This work is typically conducted in a seated position, however, frequent standing, walking, bending, stooping, and light lifting is required. The position requires frequent operation of a variety of office machines. Occasional travel by air or motor vehicle to attend meetings is required. Vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data.

EVALUATION:

Performance will be evaluated on the ability and effectiveness with which the incumbent accomplishes the above responsibilities.

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