



## Stafford County

# Business Finance Manager - 03388

<b>SALARY</b>	\$35.45 - \$47.86 Hourly \$73,736.00 - \$99,548.80 Annually	<b>LOCATION</b>	Stafford County, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	03388
<b>DEPARTMENT</b>	Utilities	<b>DIVISION</b>	Administration
<b>OPENING DATE</b>	06/09/2023		

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## Job Description

The Business Finance Manager performs complex and professional administrative work managing budget and finance for an assigned department. This position has considerable responsibility for the management of personnel, processes, and resources for the assigned department as it relates to budget or finance functions and can include audit, funds, grants, timekeeping, payroll, and procurement. Responsibilities include but are not limited to development, management and monitoring of department budget. Does related work as required. Work is performed under general supervision.

Supervision is exercised over personnel.

The hiring range for this position is \$73,736.00 to \$99,548.80 per year.

The full salary range for this position is \$73,736.00 to \$125,361.60 to provide opportunity for growth and development.

## Examples of Duties

- \* Interprets and follows finance and central budget departments guidelines, policies, and procedures for the management of budgets;
- \* Serves as a liaison between the finance and central budget departments and the assigned department for budget and finance related matters as well as provides accurate information and advice to the department leadership;
- \* Ensures compliance with all applicable Federal, State and County regulations and procedures;
- \* Develops and manages the department Annual Operational Budget, Financial Plan, Capital Improvement Plan (CIP), budget transfers, and personnel budget projections;
- \* Performs financial management of the department programs and projects;
- \* Reviews and analyzes current and proposed budgeted expenditures and budget preparation;
- \* Prepares revenue projections, statistical data, and fiscal information as required;
- \* Conducts research of expenditure patterns and recommends financial corrective measures as needed;
- \* Conducts cash flow analysis, monitoring and projecting cash flow for the operating and capital budgets;
- \* Monitors the existing debt to ensure rate covenants are met; recommends future debt issuance and coordinates debt issuance with financial advisors and rate consultant;
- \* Oversees grants process, to include research for new grants opportunities, prepares grant proposals and reports, manages and ensures compliance with the law and other requirements associated with grant funding;
- \* Manages and reconciles the capital fund accounts;
- \* Manages funds, tracking and auditing funding sources;

- \* Maintains systems and/or related database updates;
- \* Serves as primary point of contact for the department audit processes;
- \* Supports Board of Supervisor agenda;
- \* Develops materials for Board of Supervisor packages;
- \* Directs procurement personnel in the research and compilation of contracts, Requests for Proposals (RFPs), Requests for Quotes (RFQs), technical specifications, and scopes of work;
- \* Manages credit card reconciliation;
- \* Oversees timekeeping and bi-weekly payroll verification;
- \* Supports departmental policy development, participating in policy reviews and providing recommendations;
- \* Assists in identifying business needs and business processes improvement;
- \* Supervises personnel, prioritizing and assigning work, training, mentoring, ensuring that policies and procedures have been followed, conducting performance evaluations, and making hiring, termination, and disciplinary recommendations;
- \* Prepares reports, maintains files, and presents information as needed;
- \* Performs related tasks as required.

## Typical Qualifications

- \* Thorough knowledge of the theories, principles, practices, and techniques of municipal accounting, finance, and budgeting;
- \* Thorough knowledge of management of enterprise funds;
- \* Thorough knowledge of financial management and financial analysis;
- \* Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and of Governmental Accounting Standards Board (GASB) regulations as they relate to capital and strategic planning;
- \* Extensive knowledge of the state laws and local ordinances applicable to budget preparation, approval, and administration;
- \* General knowledge of the functions and operations of municipal organizations;
- \* Thorough knowledge of research techniques, methods, and procedures;
- \* Ability to conduct detailed research and prepare reports and findings;
- \* Ability to prepare reports and to present and interpret financial and statistical data in clear and concise form and to provide guidance;
- \* Ability to analyze and develop budget estimates;
- \* Ability to plan, supervise, and evaluate the work of assigned personnel;
- \* Ability to communicate effectively both vocally and in writing;
- \* Ability to establish and maintain effective working relationships with officials, associates, supervisor, other departments, agencies, vendors, and the general public.

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration or similar field, and 7 to 9 years of professional experience in a diverse and complex accounting, finance, and/or budget environment, to include at least 3 years of supervisory experience preferably within a public sector organization.

## Supplemental Information

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires reaching, sitting, standing, walking, grasping, and repetitive hand motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

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**Agency**

Stafford County

**Address**

P.O. Box 339

Stafford, Virginia, 22555-0339

**Phone**

(540) 658-8628

**Website**

<http://staffordcountyva.gov>