



## Spotsylvania County Deputy Chief Financial Officer

<b>SALARY</b>	\$97,663.06 - \$156,260.90 Annually	<b>LOCATION</b>	Spotsylvania, VA
<b>JOB TYPE</b>	Regular Full-Time (Exempt)	<b>JOB NUMBER</b>	02166
<b>DEPARTMENT</b>	Finance	<b>OPENING DATE</b>	08/30/2023
<b>CLOSING DATE</b>	Continuous		

### General Statement of Job

Under limited supervision, performs complex, technical, professional, and administrative work with regard to financial and budgetary activities of the County. Employee 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. Employee works 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. Reports to the Chief Financial Officer.

### Special Duties & Responsibilities

- Works closely with the CFO to provide oversight and guidance on fiscal policy and technical activities relating to the major functions of the Finance Department.
- Provides leadership, expert advice, and authoritative guidance regarding the interpretation and application of relevant laws, rules, and regulations.
- Partners with the CFO and Finance Division Leaders in strategy development and execution; drives long- and short-term goal setting and strategic priorities.
- In conjunction with the CFO, leads policy development and a system of internal controls to ensure County assets and resources are adequately safeguarded and all financial reporting is prepared in compliance with applicable rules and regulations.
- Recommends and implements best practices and policy, procedure, and/or process improvements to enhance the efficiency of operations and financial systems.
- Analyzes and interprets new laws, rules, and regulations to determine the impact on financial practices and program operations.
- Monitors and evaluates data and metrics; communicates progress against targets and key performance indicators.
- Contributes to the development and maintenance of business continuity plans and activities for the Finance Department.
- Contributes to the development and maintenance of the County's strategic and enterprise risk management plans and their alignment with the County's Annual Budget.
- Assists in the preparation and analysis of the annual operating and capital budgets and the multi-year capital improvement plan, including advising and assisting departments in the preparation of budget estimates and supporting data, financial forecasting, and revenue and expenditure projections.

- Assists in planning, directing, and participating in the accounting and financial record-keeping for the County including preparing analytical and statistical data and financial reports such as the Annual Comprehensive Financial Report and Budget Document.
- Assists in managing debt issuance and existing debt including debt service and ensuring compliance with debt covenants and IRS regulations.
- Assists in oversight of the financial aspects of grant administration, certifying grant expenditure and reimbursement requests, and proper accounting in accordance with grant requirements and legal regulations.
- Assists in oversight of the procurement function for the County and the implementation of purchasing programs that improve effectiveness and efficiency.
- Participates in meetings with the Board of Supervisors, County Administration, County staff, and other key stakeholders as needed or assigned.
- Attends related continuing education, training courses, and meetings, as needed or assigned.
- Exercises supervision over all department personnel in the absence of the CFO.
- Performs other related duties as required.

## Minimum Training & Experience

Any combination of education and experience equivalent to a Master's Degree in Public or Business Administration, Finance, or a related field and a minimum of seven (7) years of experience in state or local government finance/accounting including at least five (5) years of senior management level responsibilities.

## Special Requirements

- Sufficiently broad experience in a senior-level capacity in a large or complex organization.
- Ability to effectively manage financial operations, including delegating, directing, and coordinating workload and managing personnel administration.
- Broad knowledge of U.S. Generally Accepted Accounting Principles.
- Considerable knowledge of the principles and practices of public finance administration and of budget development, analysis, and reporting.
- Thorough knowledge of federal, state, and local laws and policies concerning County fiscal operations.
- Ability to interpret and translate complex financial, accounting, and budgetary data and information into a useful knowledge base.
- Strong knowledge of internal controls and financial reporting.
- Ability to maintain complex financial records, analyze financial information, and prepare financial statements and reports.
- Proficiency in various automated financial systems.
- Exceptional organizational, analytical, and troubleshooting skills with accuracy and attention to detail.
- Self-motivation and ability to work independently, as well as in coordination with various teams.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Ability to use mathematical formulas; to add and subtract; multiply and divide; to determine percentages and decimals; to compute interest and ratios; to perform algebraic operations and statistical calculations.
- Considerable knowledge of standard research techniques, methods, and procedures.
- Considerable knowledge of the principles and practices of statistics with particular reference to their application to financial, budgetary, and operational activities.
- General knowledge of modern office practices and procedures.
- Ability to research and analyze revenue and expenditure patterns; to identify needed corrective actions and budget-related recommendations; and to prepare reports, presentation materials, and other supporting documents to explain analytical findings and recommendations.
- Ability to provide advice, guidance, and explanations to the Board of Supervisors, administration, and staff regarding financial-related issues.
- Ability to recommend data collection methods and potential performance indicators to assist departments in the development of performance measures for varied County programs and services.

- Ability to effectively express ideas orally and in writing, professionally and respectfully.
  - Ability to exercise tact, courtesy, and firmness in contact with County officials, administration, and the general public.
  - Ability to establish and maintain effective working relationships with other County officials, Constitutional Officers, employees, and the public.
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**Agency**

Spotsylvania County

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