



## EMPLOYMENT OPPORTUNITY

### Deputy Director of Finance

**Shenandoah County is inviting applications for the position of *Deputy Director of Finance* within the County's Department of Finance.**

Shenandoah County is seeking an energetic, versatile professional to serve as Deputy Director of Finance within the County's Department of Finance. The Deputy Finance Director performs complex and professional administrative work assisting in planning, organizing, and directing the financial activities of the County; does related work as required. Work is performed under the general supervision of the Director of Finance. Supervision is exercised over all department personnel in the absence of the Finance Director.

An individual must be able to perform the essential job functions satisfactorily including the following:

- Assist in the planning, organizing, and directing of the financial activities of the County.
- Exercise supervision over all department personnel in the absence of the Finance Director.
- Assist 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.
- Assist 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, Popular Annual Financial Report, Budget Document, and Budget-in-brief.
- Assist in the development and implementation of financial policies and procedures for all finance department functions.
- Supervise the procurement function and staff in purchasing large volumes of goods/services for the County and implement purchasing programs that improve effectiveness and efficiency.
- Oversee and prepare Requests for Proposals and Invitations to Bid for various County departments and projects; reviews purchase orders, procurement documents and other necessary documentation to ensure compliance with all applicable laws, rules, regulations, and best practices including the Government Accounting Standards Board.
- Perform general ledger activities including the preparation, review, and entry of journal entries, budget adjustments, and budget appropriations and perform various account reconciliations.
- Assist in the management of the payroll, accounts payable, and accounts receivable functions and any associated tax filing and reporting (including W2s and 1099s).
- Assist 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.
- Assist in the coordination of the annual external audit, annual workers' compensation audit, and other state and/or federal audits and assist in the development of the annual cost allocation plan.

- Assist in the management of the County's fixed asset program and risk management program.
- Assist in managing debt issuance and existing debt including debt service and ensuring compliance with debt covenants and IRS regulations.
- Maintain confidentiality of citizen and County information and records.
- Participate in meetings with the Board of Supervisors, County Administration, County staff, and other key stakeholders as needed or assigned.
- Attend related continuing education, training courses, and meetings, as needed or assigned.
- Work collaboratively with other staff including Constitutional Officers and the Shenandoah County School Board Finance Department.

Advanced education in Accounting, Finance, Business, Public Administration, Economics, or related field and considerable experience in governmental accounting and/or financial management. Any combination of experience and education may substitute for the more specific criteria listed above.

The annual pay range for this FLSA-exempt position is \$66,916.93 to \$86,992.01, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at [www.shenandoahcountyva.us/administration/employment/](http://www.shenandoahcountyva.us/administration/employment/), or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to [jobs@shenandoahcountyva.us](mailto:jobs@shenandoahcountyva.us).

**The position is open until filled with a first review of applications on Friday, October 27, 2023.**

*Shenandoah County is an Equal Opportunity Employer*