



SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Director of Finance for the County Finance Department. Work will be performed under the supervision of the County Administrator and will include the following typical tasks:

Performs complex professional work involving the planning, coordinating and directing all aspects of County financial management and administration in the areas of budgeting, general accounting, accounts payable and receivable, payroll, purchasing/procurement, debt issuance and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Essential Functions

- Coordinates, prepares and administers the annual operating and capital improvement budget and the five-year capital improvement plan;
- Develops budget preparation procedures for departments and outside agencies, ensures that State and local regulations are adhered to and assists with financial policy implementation related to budgeting and debt issuance;
- Monitors and forecasts revenues appropriations and expenditures, reviews fiscal operations to ensure integrity, accuracy and control of data, prepares monthly, quarterly and year-end reports on the County's financial position, interprets results and makes recommendations as necessary and advises the County Administrator on budget priorities, changes, requests, deviations and other financial matters;
- Serves as grants financial administrator to prepare State and Federal reports;
- Oversees payroll and accounts payable functions, reviews invoices prior to payment, approves accounts payable and payroll prior to disbursement; assists with administration of employee benefits and provides oversight to the County related to risk management, fixed assets, records and human resource management;
- Assists with planning and issuance of financing for long-term capital projects, works with Financial Advisor, bond counsel, banks and other financial representatives to complete documentation for various types of financings including lease purchase agreements, general obligation and revenue bonds, qualified bank loans, etc. and maintains financial records required and initiates drawdown request of investment proceeds;
- Oversees the information system network including evaluation, problem resolution, support assistance and recommendations for upgrades and additions to the network and serves as the Administrator and Security Officer for the financial software system;
- Supervises departmental personnel, assigns, directs, trains and inspects the work of staff, disciplines, coaches, counsels and evaluates staff performance, develops staff schedules and approves leave and recommends hiring, reward, transfer, promotion, suspension, termination and demotion;
- Prepares internal controls, accounting and purchasing policies and monitors functions to ensure adherence to organizational policies;
- Performs month end and year end close out procedures, coordinates trial balance reconciliation process with departments and prepares, posts and approves journal entries;
- Makes presentations to the Board of Supervisors and general public as required on various financial matters and prepares requests to the Board on financial matters including appropriations, budget amendments and fund transfers for the County and Schools;
- Serves as Purchasing Agent, receives, reviews and approves purchase order requests to ensure

compliance with procurement policies and prepares requests for proposals and assists with recommendations for bid awards;

- Coordinates the annual audit process, prepares the Management and Discussion Analysis and other documents as required by audit guidelines and oversees the preparation of the annual cost allocation plan;
- Assists the County Administrator as needed in the areas of statistical planning and general administration and plans and implements projects and reports progress of major activities, serves as project management team member for special projects;
- Attends meetings, conferences, training and workshops to maintain knowledge of accounting, budgeting and auditing principles related to professional standards; and
- Performs other assigned duties.

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; knowledge of the principles and practices of governmental accounting; knowledge of the principles and practices of a municipal purchasing system; knowledge of the practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to communicate complex ideas effectively both orally and in writing; ability to prepare informative financial reports; ability to develop long range financial plans; ability to plan, organize, direct and evaluate the work of subordinate employees; and ability to establish and maintain effective working relationships with County officials, other governmental officials, associates and the general public.

Bachelor's degree in accounting, finance, business administration or related field; five (5) years of experience in public finance administration including considerable supervisory experience; or equivalent training, education and/or experience; and Valid driver's license in the Commonwealth of Virginia.

Position open until filled

Surry County Administrator's Office
Attn: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER**