



GOOCHLAND COUNTY
invites applications for the position of:

Director of Financial Services

SALARY: See Position Description

OPENING DATE: 03/04/22

DESCRIPTION:

This position serves as a key member of the senior leadership team and assists in strategic planning with complex financial matters including funding strategies, revenue and expenditure forecasting, debt financing and management, and Federal and State financial compliance. The Director of Financial Services provides leadership and oversight in the areas of budget, general accounting, accounts payable, payroll, and purchasing, and serves as financial consultant to the School Board, Social Services, Law Enforcement, and others within the governmental organization.

Annual salary starting at \$112,890. Salary may be negotiable depending upon qualifications

Pre-employment background check, credit check, and drug screen will be required.

Goochland County is an Equal Opportunity Employer

ESSENTIAL FUNCTIONS:

- Oversees all financial reporting for the County, including quarterly and annual financial statements and budget information that complies with applicable Federal and State requirements in compliance with GAAP, GASB regulations and the VA Auditor of Public Accounts.
- Develops internal control procedures to ensure financial integrity and stewardship of County assets
- Exercises administrative control over the allocation of funds and the rate of expenditures in accord with the approved budget
- Develops budget calendar and facilitates annual operating and capital improvement budget development process
- Reviews multi-year financial trends and prepares related analytical reports and funding recommendations
- Establishes policy and procedures in accordance with the County's desired AAA bond rating
- Oversees County's purchasing policies and procedures; provides general supervision for the Purchasing Director and ensures compliance with the Virginia Public Procurement Act
- Responsible for accounts payable and accounts receivable functions
- Oversees the planning, coordination, and managing of all County payroll functions related to employees, the Board of Supervisors, and other paid Boards to ensure the accurate and timely processing of payroll, tax deductions, other deductions, retirement reports, and W-2's in accordance with all laws/regulations
- Manages the financial audit process, which includes compiling the County's Comprehensive Annual Financial Report and Comparative Cost Report
- Oversees debt financing, fixed assets, and grant activity

- Prepares and presents reports for BOS as required
- Represents the County on various boards, commissions and authorities as required
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of-

- General local government administration and constitutional provisions
- public financial management, including fund accounting and budget development
- GAAP, GASB regulations and requirements of the VA Auditor of Public Accounts
- labor and tax law pertaining to payroll processing
- Virginia Public Procurement Act
- laws and practices related to municipal bond financing

Skills in-

- time management and project prioritization
- creating and delivering presentations in public settings and in front of elected officials
- mentoring and training subordinate department staff
- identifying and resolving process and calculation errors
- researching and identifying alternate solutions as problems arise

Ability to-

- interpret and implement legislative changes pertaining to funding and/or financial procedures
- analyze data and identify trends for use in strategic financial planning
- establish and maintain effective working relationships with elected officials, department heads and the public
- establish, communicate, and evaluate specific measurable goals for department staff
- plan, organize, and direct the work of subordinate employees
- conduct cost benefit analyses of potential projects
- create and implement internal financial controls
- communicate professionally and effectively, verbally and in writing

Physical Demands and Working Environment: This position consists of sedentary work in an office environment requiring the exertion of up to 10 pounds of force occasionally; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing and exchanging ideas by means of spoken word; visual acuity is required for preparing and analyzing written and computer data, reviewing accuracy and thoroughness of work, and observing general surroundings and activities; sitting is required for long periods of time.

EDUCATION, EXPERIENCE AND TRAINING:

Minimum Qualifications- Bachelor's Degree in Accounting, Finance, Business or Public Administration, or related field from an accredited college or university. A minimum of eight (8) years of progressively responsible experience in a complex financial department or agency, with a minimum of 3 years managerial and supervisory experience is required. Governmental finance, local government accounting, and/ or local government budgetary experience will receive first consideration.

Preferred Qualifications- Master's Degree in Accounting, Finance, Business or Public Administration; Certified Public Accountant (CPA) credential; Certified Public Finance Officer (CPFO) designation; Governmental fund accounting experience

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.goochlandva.us>

Position #20220014
DIRECTOR OF FINANCIAL SERVICES
MS

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