

FINANCE DIRECTOR

ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL

This position is employed by Albemarle-Charlottesville Regional Jail.
This position is not employed by the Albemarle County Public Schools & Local Government

The **FINANCE DIRECTOR** will perform a variety of complex professional, administrative and supervisory and accounting functions for the Albemarle Charlottesville Regional Jail. This position is appointed by the Jail Board Authority and reports directly to the Board.

- Plans, organizes and directs all financial programs and activities including but not limited to:
 - General accounting, accounts payable, receivable, budgeting, procurement, inmate accounts, financial reporting
- Supervises subordinate staff including instructing, assigning, reviewing and planning
- Support invoicing and capital expenditures including depreciation schedules
- Prepares necessary field work for annual audits
- Establishes and maintains internal control procedures and ensures compliance with recognized accounting methods
- Reviews all major contracts for ACRJ with Purchasing Agent
- Reports to Superintendent and Jail Board Authority regarding financial conditions
- Coordinates the preparation and administration of annual budgets, reviews budgets monthly and performs appropriate controls
- Attends training, conferences, seminars to enhance job knowledge and skills
- Assigned projects and other duties when necessary

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires graduation from accredited college or university with bachelor's degree in Finance, Accounting or related field.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess a valid state driver's license

EXPERIENCE REQUIREMENTS:

Requires a minimum of five years direct work experience in financial accounting in progressively responsible public sector finance and or accounting or equivalent combination of education and experience; Analytical skills with sense of detail. Experience with Dynamics Great Plains software preferred but not required.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

SALARY: : Starting salary will commensurate with experience and knowledge.

DEADLINE FOR APPLICATIONS: Until filled

APPLY: Albemarle-Charlottesville Regional Jail
160 Peregory Lane, Charlottesville, VA 22902,
(434) 977-6981 extension 210
www.acrj.org

EQUAL EMPLOYMENT OPPORTUNITY

The Albemarle Charlottesville Regional Jail does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.