

**Director of Finance
Madison County, VA**

The County of Madison, Virginia, is accepting applications for the position of Director of Finance. Madison County is a rural community of 13,500 residents located in the eastern foothills of the Blue Ridge Mountains in Central Virginia. The County operates with a \$58,523,478 annual gross operating budget (including schools) and a total general government staff of 95 full-time employees. Under limited supervision, the individual selected will be responsible for planning, organizing, and directing the County Finance office. These tasks include all aspects of governmental accounting, budgeting and monitoring, together with financial management and planning. Additional duties shall include human resources and management of grant funding and activities. In the absence of the County Administrator, the individual selected will assume increased responsibilities for all County operations.

This position requires extensive knowledge of local government operations, as well as direct experience in local government finance. Minimum requirements include a bachelor's degree in Finance, Accounting, Business Management, Public Administration, or a related field. CPA is preferred. Candidate must have a minimum of 5 years of progressively responsible experience in local government finance. Experience with Tyler Munis software is desired. Additional information may be found at <https://www.madisonco.virginia.gov/jobs>.

The anticipated hiring range is \$75,000-\$85,000 plus benefits, depending on qualifications. This position will remain open until filled.

To be considered, please submit a letter of interest, a County application form, a detailed resume outlining career accomplishments, and a minimum of 3 professional references to tstrothers@madisonco.virginia.gov.

MADISON COUNTY, VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER

Madison County, Virginia
Application Instructions
May 13, 2021

Following is supplementary information on this position and application instructions for all interested individuals.

The position will serve as Madison County's chief financial officer and involves technical and complex professional and administrative work performing administrative and financial functions, including

- maintaining the County's financial and accounting systems, records and files, and verifying accounts for accuracy;
- responsibility for accounts payable, payroll and benefits administration;
- supporting the County's budget process and ongoing updates; and
- providing up-to-date reports to management and department heads on spending relative to approved budgets.

This employment opportunity is a full-time position that is eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County web site. The hiring rate will depend upon the qualifications of the individual selected but is anticipated to be in the \$75,000-\$85,000/yr. range.

Applicants are to provide materials listed in the advertisement to Finance Director; % Human Resources; P.O. Box 705; Madison, VA 2272 or to tsrothers@madisonco.virginia.gov. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applicants should clearly articulate the specific certification credentials they currently possess in the application package. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a background investigation.

Finance Director

Dept/Div.: Finance Department/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional and administrative work assisting the County Administrator on administrative and financial functions, including the development and monitoring of the County budget, maintaining the County's financial and accounting systems, overseeing payroll, accounts payable and benefits administration processes, and performing risk management and insurance programs work, and related work as apparent or assigned. Serves as the County's Chief Financial Officer. Assumes greater responsibility for County operations in the absence of the County Administrator. Work is performed under the general direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Plans and organizes the financial activities of the County; develops and maintains short- and long-term financial plans; ensures financial resources are available to fund strategic and capital plans. Oversees payroll, accounts payable and benefits administration functions.
- Works closely with the County Administrator pertaining to development and implementation of County financial policy; attends Board meetings and related functions; and prepares and presents financial reports and analysis during public meetings.
- Provides financial and accounting advice, input, guidance and recommendations to department heads, the County Administrator and Board of Supervisors.
- Provides contract administration on professional services and construction projects, as well as grant management activities for Federal and State grants; prepares reimbursement requests and monitors that significant grant requirements are met.
- Plans, develops, administers and monitors the County's budget during the fiscal year cycle; prepares budget development information for the County Administrator and participates in public hearings and workshops; reviews and coordinates agency and departmental requests; oversees and offers guidance to department heads regarding annual performance against budget, makes recommendations regarding mid-year budget requests; and prepares annual fund balance projections.
- Manages the preparation of external reporting requirements, including the Comprehensive Annual Financial (CAFR), the Cost Allocation Plan (CAP), Freedom of Information Act (FOIA) requests, and required tax filings.
- Maintains financial and accounting systems for the County, and coordinates activities with the Treasurer, and the Department of Social Services and School Board finance officials as necessary.
- Oversees the County risk management and insurance programs.
- Responsible for the guidance and oversight of the County information technology and computer systems in support of the County's mission and goals. Provides oversight of IT budget. Provides guidance and oversight of support to other departments regarding technology and projects.
- Ensures that records within the area of responsibility are identified, generated, controlled, maintained, processed, stored, and disposed of in compliance with the Virginia Public Records Act.
- Serves as fiscal agent for Children's' Services Act funds and as member of the Community Management and Policy Team (CPMT).

- Administers County website; serves as primary contact on technical issues, evaluates website capabilities and features, and distributes webmaster email to appropriate personnel.
- Assists in the recruitment, selection, suspension and termination of departmental personnel; coaches, counsels, disciplines, promotes, and demotes personnel; evaluates performance; develops staff schedules; trains, assigns, directs and inspects the work of department personnel.

Knowledge, Skills and Abilities

Comprehensive knowledge of the philosophy, principles and practices of finance and public personnel administration; thorough knowledge of the organization, function and methods of operation of the County's departments; thorough knowledge of general management and office organization principles and practices; thorough knowledge of county government laws, ordinances and regulations; ability to present ideas effectively, either orally or in written form; ability to conduct detailed analytical evaluations and studies; ability to prepare related reports and recommendations; ability to establish and maintain effective working relationships with associates, consultants, subordinates, elected and County officials, and the general public.

Education and Experience

Master's degree with coursework in accounting, finance, public administration, or related field and extensive experience in local government administration and finance management including supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel and occasionally requires speaking or hearing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: October 8, 2021; *subject to further revisions*