

Job Posting Title **IRC153508**

Job Title **Director of Finance**

Organization Name **County of Henrico Department of Finance**

About Us

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

General Statement of Duties

Closing Date: This position closes on Monday, October 11, 2021.

Provides administrative oversight of the County's centralized financial operations, resources, services, programs and policies; under the county manager form of government the director is responsible for the fiscally sound administration of the Department of Finance's operational divisions (accounting, budget, purchasing, real estate assessment, revenue, risk management and treasury) and exercises the powers conferred and performs the duties imposed by law on commissioners of revenue and treasurers; monitors economic trends, state and federal legislation with impact to the fiscal conduct of local government and the County's financial position and prepares recommendations for approval in response to enacted changes; and does related work as required.

Essential Duties

- **Occupation-specific:** Comprehensive working knowledge of the principles and practices of public sector accounting, budgeting, recordkeeping, reporting, financial practices and procedures, internal controls, and the laws and regulations governing local government-specific fiscal activities and operations.

- **Technical:** Sound computer skills; sound working knowledge of division-specific operations, mandates and regulations; tax assessment and collection; bond referendums; government-specific debt management and investments; financial trending, analysis and reporting; developing and directing short-term and long-term fiscal policies, practices and controls.

- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills; excellent presentation skills; communicates clearly and accurately with tact and respect; interacts professionally with all levels of County staff and officials as well as diverse citizen populations;

- **Decision-making, and Authority:** Consistently demonstrates sound judgement and critical thinking skills with the ability to effectively problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to accurately synthesize, consider and weigh a variety of relevant factors and make accurate determinations, viable decisions and recommendations.

- **Leadership:** Politically savvy; consistently demonstrates personal accountability, professional integrity, sound judgement and critical thinking skills; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; leads and collaborates effectively to achieve department and County goals.

- **Environment:** Works in an office or boardroom setting; may work in various locations based on assigned responsibilities.

- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of County personnel, officials, and the public. Physical ability sufficient to perform assigned duties at various locations as needed. Requires working evenings and weekends as needed to perform assigned duties and meet firm deadlines.

Minimum Qualifications

Four (4) year degree in accounting, finance, public administration, or a related field and ten (10) years of experience in finance administration (preferably in local government) including five (5) years of progressively responsible supervisory and managerial experience; OR, any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Additional Information

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

Credit check.

How To Apply

Closing Date: This position closes on Monday, October 11, 2021.

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal through <http://henrico.us/services/jobs> or click on the Jobs link in the upper right hand corner of our main County page at <http://henrico.us>.