

County of Louisa

Director of Finance

Summary:

The Director of Finance reports directly to the County Administrator, and has primary responsibility for the efficient and effective financial management of the County. He/she will also establish and maintain sound public relations between department heads, staff, public officials and others by demonstrating a proven and comprehensive understanding of the principles and ideals of accounting and finance in a public setting along with an in depth knowledge of the basic methods and techniques of the day-to-day operations of the Finance Department.

Essential Functions of the Position:

- Plans, organizes and directs the day-to-day operations of the Finance Department.
- Advises County Administrator on all financial matters of the County.
- Establishes appropriate controls, systems and review to ensure compliance with financial policies and procedures.
- Prepares a variety of periodic and special financial and statistical reports, including fiscal statements.
- Performs needs assessments to develop long-term financial and capital plans for which available funding sources (e.g., debt proceeds, developer contributions, grants, etc.) can be matched with such plans.
- Analyzes the financial impact of the County's long-term comprehensive development plans.
- Oversees accounting functions of payroll, accounts payable, general ledger and financial reporting, including financial statements.
- Oversees formulation of operating and capital budget, including proposed and adopted budget document.
- Presents financial/budgetary reports in a variety of public meetings as required.
- Monitors, evaluates and reconciles County revenue sources, including development and maintenance of revenue assumptions, legal constraints and related methodologies.
- Assists with the preparation of ordinances and resolutions related to fiscal and administrative functions of County government, including revenue rate changes.
- Coordinates the annual audit of the County.

- Oversees the County risk management and insurance programs.
- Provides fiscal/administrative guidance regarding benefits, including oversight of health insurance rate models.
- Oversees Revenue Recovery efforts.
- Keeps abreast of financial trends necessary as they relate to departmental County operational needs and reports relevant information to the County Administrator.
- Performs other duties as assigned by the County Administrator.

Knowledge, Skills and Abilities:

The position requires extensive knowledge of accounting and financial controls in addition to a thorough knowledge of policies governing municipal practices and procedures. The ability to evaluate complex financial systems and efficiently formulate and install accounting methods, along with the ability to prepare informative financial reports and long range fiscal planning also essential. Must also have a demonstrated and proven comprehensive understanding of sound business and management principles, including leadership approaches, strong analytical and organizational skills, attention to detail along with excellent professional and administrative judgment. A proven ability to formulate policies or other projects in written format and to make effective oral presentations also required. Must be able to establish and maintain successful working relationships with other department heads, County staff, government officials and the public.

Education, Experience and Training:

Bachelor's degree in accounting, finance or related field (Master's degree in public administration or business administration preferred) with at least seven (7) years of progressively responsible related experience, including three (3) years in a supervisory or management position; local government experience preferred. CPA or CPFO also preferred – OR any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities acceptable.

Working conditions and environmental hazards generally associated with the performance of the essential functions of the position:

The regular workweek is Monday through Friday from 8:30 a.m. until 5:00 p.m. with a thirty-minute lunch break. This position will require a flexible schedule to accommodate the needs of the department and the County to include evening, weekend and occasional holiday hours. Employee is subject to both inside and outside conditions; activities occur inside and outside in approximately equal amounts.

Strength requirement associated with the essential functions of the position:

Light to moderate work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must also possess a valid Driver's license and be willing to submit to a criminal background check and drug testing consistent with Louisa County's Drug-Free Workplace Policy.