



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

DIRECTOR, FINANCE

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work planning, organizing and directing the financial activities of the county; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing financial management and accounting activities; preparing and presenting budget and CIP to Board of Supervisors; work with County Administrator and department directors; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, organizes and directs the activities of the Department of Finance, including financial management and accounting activities;

Makes recommendations and advises and oversees all fiscal matters;

Establishes and maintains all financial and accounting systems, policies and procedures;

Plans, oversees and manages annual audit and preparation for the Comprehensive Annual Financial Report (CAFR);

Evaluates employee performance;

Handles inquiries by employees and citizens by phone and in person;

Approves all purchase orders and invoices for payment;

Supervises all payroll activities;

Assists in the development and administration of the County budget; assists other departments as necessary in budget and investment matters; researches and compiles financial data;

Coordinates all County debt issuance for Capital project completion, working with financial advisor and bond counsel;

Manages annual capital improvement plan in cooperation with Community Development & Code Compliance;

Maintains debt service schedules and payment; assures compliance with due dates; maintains fiscal records and files;

Prepares or oversees multiple grant activities and requests for reimbursement;

Prepares and submits for Board approval all amendments to the County's budget;

Audits paid invoices; develops standard forms for computer data entry; implements new procedures for more efficient office operations;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting; thorough knowledge of the practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability

to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to communicate complex ideas, both orally and in writing; ability to establish and maintain effective working relationships county officials, other governmental officials and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive progressively responsible experience in public finance administration.

SPECIAL REQUIREMENTS:

Possession of a Certified Public Accountant (CPA) license.