

**Employment Opportunity
County of Buckingham, Virginia
Position of Finance Director**

The County of Buckingham Virginia is seeking qualified applicants for the position of Finance Director. This position administers the day to day functions of the finances of the County, maintains the County accounting system, assists the County Administrator in the capacity of budget officer, and assists with the county's annual audit. Applicant should possess a bachelors or master's degree in accounting or finance or five years' experience in related field, communicate well, work effectively under sustained stress, ability to direct and supervise the work of others, have thorough knowledge of personnel management, budgeting, public procurement, financial management and public relations, knowledge of the IBM/400 mainframe computer system and Bright and Associates software, must be able to comprehend GASB accounting standards.

A complete job description including job qualifications and requirements, and a Buckingham County Employment Application may be viewed on the county web site at www.buckinghamcountyva.org , emailing the county at jlann@buckinghamcounty.virginia.gov or calling the administration office at 434-969-4242.

To be considered for this position, please submit a cover letter, detailed resume including career accomplishments and salary history, a completed County of Buckingham Employment Application and three professional references to County of Buckingham, ATTN: Jennifer Lann, PO Box 252, Buckingham, Virginia, 23921, or by email to jlann@buckinghamcounty.virginia.gov. Applications will be accepted until filled. Starting salary depends upon qualifications and experience. The County has a competitive benefit program.

Buckingham County, Virginia is an Equal Opportunity Employer.

By Order of the Buckingham County Board of Supervisors
Karl R. Carter, County Administrator

Job Description Finance Director

Definition: Serves under the direction of the County Administrator, as financial officer administering the day to day functions of the finances of the County. Maintains the County accounting system. Serves as assistant to the County Administrator in the capacity of budget officer.

Duties and Responsibilities:

Responsible for accurate and complete management of the County accounting computer system
Responsible for all general ledger entries
Responsible for reporting of all financial reports to the County Administrator
Responsible for all budgetary reports to the County Administrator
Responsible for getting all budget information in the County's general ledger system
Responsible for reconciliation and closing of monthly and annual reports
Responsible for purchasing of all County supplies, materials and equipment as authorized by the governing body
Responsible for personnel records
Responsible for management and reporting of health insurance programs
Responsible for supervising of payroll / accounts payable, water / sewer billing department
Attends any meetings as required by the County Administrator or the governing body
Responsible for other duties as assigned by the County Administrator
Responsible for migrating data and information from Department of Social Services, Buckingham County School Board, and Buckingham County utilities department into the County's general ledger
Responsible for working directly with the County's auditing firm to complete the annual audit
Responsible for working with State Agencies such as Department of Criminal Justice to verify and approve grant funding and prepare necessary reports
Responsible for capital project financing reports including drawdowns on loans
Responsible for working with the Industrial Development Authority on project financing

Qualifications:

Possession of a bachelors or master degree in accounting or finance or five years of experience in related field required
Ability to communicate well orally and in writing
Ability to work effectively under sustained stress
Ability to establish and maintain effective working relationships with others
Ability to direct and supervise the work of others
Thorough knowledge of personnel management, budgeting, public procurement, financial management and public relations
Ability to work independently without specific instructions
Ability to exercise long term projects from concept to completion
Aptitude to operate IBM AS/400 mainframe computer system, Bright and Associates software and related equipment
Ability to work and think logically to search, find and correct outages in the general ledger
Ability to comprehend GASB accounting standards

Desirable: Knowledge of IBM AS/400 mainframe computer system, Bright and Associates software and related equipment