



NOTICE OF POSITION VACANCY

DIRECTOR OF FINANCE COUNTY OF KING WILLIAM, VIRGINIA

King William County, Virginia (pop. 16,000+) is presently accepting applications with professional resumes and references for the position of Director of Finance. The full Job Description for this position is attached. Salary \$71,936+ depending on qualifications and experience with benefits. Desired starting date on or before January 2, 2018.

Completed King William County Application for Employment (downloadable from <http://kingwilliamcounty.us/departments-and-services/human-resources/>) along with professional resume and references may be submitted electronically (PDF format only, please) to countyadmin@kingwilliamcounty.us (Subject Line: Application-Director of Finance) or by mail to: County of King William, Virginia, 108 Horse Landing Road #4, King William, VA 23086 - ATTN: Mark Reeter, County Administrator. Applications accepted until position filled. King William County is an Equal Opportunity Employer.



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF FINANCE**

JOB DESCRIPTION

Job Title:	Director of Finance			
Position No.:	012110-1100-01			
Position Type:	Director			
Pay Grade:	E36			
No. of Employees Supervised: (10/17)	RFT: 3	RPT: 0	WAR: 0	LTP: 0

GENERAL DESCRIPTION

Under the general direction of the County Administrator, the Director of Finance serves as the chief financial officer of the King William County government. The position is the department head of the County Department of Finance, performing professional, supervisory, and administrative work in planning, organizing, controlling, and directing all programs and activities of that department. Scope of responsibilities includes performing general ledger control and employment benefits administration, processing and managing accounts payable, preparing general ledger entries, long term debt issuance, control, and administration; and assisting in annual budgeting and audit processes. The position may serve as the designated personnel officer for the county government, fulfilling various responsibilities in that capacity pursuant to county personnel policies. Position serves as a direct adjunct to the County Administrator with respect to the overall operations of the county government and serves at the pleasure of the County Administrator. Work is performed with a considerable degree of latitude for independent judgment and action. Regularly-scheduled and frequent evening work is required.

ESSENTIAL FUNCTIONS:

Functions of the position entail various fiduciary, human resource management, procurement, information technology support and departmental administrative responsibilities, generally as follows:

With respect to fiduciary responsibilities, the position:

Serves as the chief financial officer of the county government, responsible for general financial management and oversight of all budgetary funds and departments and maintenance of the county's chart of accounts in accordance

with recognized standards and practices of governmental accounting and budgeting.

Creates, enters and performs general ledger entries; oversees and controls employment benefits; processes and manages accounts payable; structures long-term debt issuances, and directs the annual county operating and capital budget preparation and comprehensive annual financial report (CAFR) processes.

Coordinates regularly with County Treasurer with respect to revenue and cash-flow matters, keeping the County Administrator and Board of Supervisors apprised of any issues which may arise.

Coordinates closely with County Commissioner of the Revenue with respect to matters of revenue growth and projections to ensure accuracy in budgetary revenue estimates.

Administers and monitors various state and federal grants and programs as fiscal agent.

Prepares and submits for publication various public hearings and related notices.

Prepares reports and makes presentations before the Board of Supervisors and others on a regular basis with respect to all matters involving the financial affairs to the county government.

With respect to human resource management, the position:

Administers all county employment benefit plans such as but not limited to health insurance, retirement, life and optional additional insurance, workers compensation and paid leave/ compensatory- and over-time benefits and obligations.

May serves as the designated personnel officer as authorized by the County Administrator pursuant to county personnel policies.

Provides guidance and assistance to other department heads and county constitutional officers in matters pertaining to personnel administration consistent with county personnel policies and sound human resource management practices.

With respect to procurement, the position:

Serves as the chief purchasing officer of the county government, responsible for the preparation, dissemination, evaluation and disposition of procurement and related documents for both professional and non-professional services and the purchase of motor vehicles, equipment, materials, goods and supplies.

Serves as contract administrator for the county as directed by the County Administrator, ensuring compliance with contract provisions as well as the laws, ordinances and regulations of the federal, state and/or county government.

With respect to information technology support, the position:

Coordinates the information technology support service between the contracted service provider and the county government. Incorporates provider recommendations in the Capital Plan and operational budget process. Reviews monthly reports, replacement schedules, tracks assets and ensures provider is meeting their contractual obligations.

Develops a close relationship with provider to ensure the county is receiving the best service for the financial commitment.

With respect to departmental administrative responsibilities, the position:

Provides professional, supervisory, and administrative work as department head in planning, organizing, controlling, and directing all activities of the Finance Department. Supervises departmental employees; instructing, assigning and reviewing work, establishing and maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, and matters pertaining to compensation, promotions/reassignments, discipline and termination.

Undertakes special projects and assignments as directed by the County Administrator. Prepares or assists in developing agenda materials and various reports for Board of Supervisors meetings.

SECONDARY FUNCTIONS:

Assumes limited responsibilities of and acts on behalf of the County Administrator in their absence as may be specifically authorized.

May serve on various boards, commissions, committees, advisory boards and similar groups representing the county government or county administration as directed by the County Administrator or as appointed by the Board of Supervisors.

Assist in clerical and general reception duties when needed by answering telephones, providing assistance to citizens, etc.

Performs other duties as required by the County Administrator.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

The position is advanced-level requiring, minimally, a bachelor's or four-year degree in accounting, business/finance, public administration or closely related field with a minimum five (5) years previous experience and/or training that includes governmental accounting

and budgetary management, public administration and supervisory experience in a local government working environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

General familiarity with Bright Associates, Inc. (BAI) local government financial management software. Extensive practical experience creating and working with Excel-based spreadsheet applications.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in accounting, business/finance or public administration and licensure as a certified public accountant (CPA) with at least seven (7) years cumulative experience in equivalent or immediately subordinate positions as a chief (or deputy chief) financial officer within Virginia local governments (city or county level).

Extensive practical experience working with Bright Associates, Inc. (BAI) software, together with knowledge and experience with other governmental accounting software packages. Extensive practical experience creating and working with Excel-based spreadsheet applications.

OTHER POSITION REQUIREMENTS:

Must possess and maintain Virginia Driver's License (occasional job-related driving of personal vehicle and/or County fleet vehicle is required).

Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word. Proficiency with current Adobe PDF software.

May be required to undergo training and/or obtain certifications related to various aspects of the job's essential and secondary functions as necessary or as directed by the County Administrator.

Familiarity with Virginia law regarding local government accounting, budgeting and finance.

GENERAL STANDARDS OF PERFORMANCE:

The position is expected to comply with and fulfill the following general standards of performance:

Attendance: Attends work regularly and on time with minimum tardiness and absences and adheres to county policies and procedures regarding absences and tardiness. Attends meetings, planning sessions and discussions on time. Provides

required notice in accordance with policy with respect to all forms of time-off requests.

Cooperation: Readily accepts supervisory/managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction/direction only when clarification of results or consequences are justified, i.e., instances of unclear communications, variance with county policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all employees within the county.

Coordination of Work: Consistently plans and organizes daily work routine. Establishes priorities for the completion of work to make most efficient and effective use of time. Avoids duplication of effort. Accurately estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

Creativity: Regularly seeks new and improved methods approaches, policies and procedures for enhancing the effectiveness of county operations. Employs imagination and creativity in the application of duties and responsibilities where latitude is granted. Is not adverse or resistant to change.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, county policy, procedures and practices. Accepts accountability for meeting assigned responsibilities.

Human Relations: Is a 'team player' and strives to develop and maintain good rapport with other employees. Is not abrasive or discourteous. Does not allow personal issues to interfere with employment relationships. Does not instigate or spread rumors or gossip. Listens to and considers employee suggestions and complaints and responds appropriately. Maintains the respect and loyalty of subordinate employees and reciprocates in kind.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises sound and practical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks advice when needed and adequately researches problems, situations and alternatives/options before exercising judgment.

Quality of Work: Maintains high standards of accuracy in executing duties and responsibilities. Takes immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities under essential and secondary functions and as otherwise assigned.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the county and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

SPECIAL STANDARDS OF PERFORMANCE:

In addition to the general standards of performance, the nature of the position's responsibilities require the following special standards of performance:

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of county policies, standards, methods and procedures.

Decision Making: Uses discretion and judgment in developing and implementing courses of action. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Knowledge of Job: Demonstrates sound, practical intellectual and intuitive grasp of the various aspects of the job, and the ability to quickly learn and understand the most effective and efficient approaches and means by which desired outcomes may be achieved. Understands and accepts that job responsibilities are performed within a frequently dynamic and changing financial and political environment, and appropriate sensitivity to external issues and exercise of discretionary judgement is frequently required.

Leading: Provides a work environment that encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance,

and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all county and department matters affecting them and/or of concern to them.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the county and continually reviews department policies in order to ensure that any changes in county philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

Policy Implementation: Has a clear and comprehensive understanding of county policies regarding the department and county function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Relationships with Others: Shares knowledge with departmental supervisors and staff for mutual benefit. Contributes to morale-building among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Staffing: Works with upper management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and county. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

PERFORMANCE APTITUTES:

Satisfactory performance in the job necessitates the following aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Vehicle, Equipment and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of motor vehicles, equipment and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; requires ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.
