



BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

Title	Assistant Director of Fiscal Management
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Department	County Administration – Fiscal Management
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Location	122 East Main Street, Bedford VA
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Hours	8:30 am – 5:00 pm, Monday - Friday
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Description	Performs complex professional accounting and administrative work related to the financial operations of the County. Will be responsible for assisting the Director with coordinating and directing the activities of the department to include but not limited to: accounts receivable / payable, maintaining general ledger, account reconciliation, journal entries, operational budgets and audits. Must be able to evaluate and perform complex analytical research. Will supervise assigned departmental personnel.
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Requirements	Minimum Requirements Include:
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- Bachelor's degree in finance, accounting, or closely related field and five (5) years of progressive experience in governmental accounting and financial administration, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities.
- Certified Public Accountant
- Comprehensive knowledge of the principles / practices of accounting / budgeting as applied to municipal government.
- Comprehensive knowledge of the principles underlying general laws and administrative policies governing municipal financial practices and procedures.
- Thorough knowledge of audit practices.
- Ability to plan, organize, and direct the work of subordinate employees.
- Ability to prepare complex financial reports.
- Ability to analyze and evaluate complex financial systems.
- Ability to express ideas clearly and concisely, orally and in writing.
- Comprehensive knowledge and skill in the use of spreadsheets, word processing and graphics applications.

Preferred Experience includes:

- Master of Accountancy (MA), Master of Business Administration (MBA), or Certified Government Finance Officer (CGFO).

Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment.

EOE / ADA / Minorities / Females / Vets

Minimum Salary	\$ 66,805
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Apply	Online: http://www.bedfordcountyva.gov/departments/human-resources/employment In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523
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Date Posted	August 31, 2017
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Deadline	Open until filled
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POSITION TITLE:	ASSISTANT DIRECTOR OF FISCAL MANAGEMENT
DEPARTMENT:	COUNTY ADMINISTRATION
DIVISION:	FISCAL MANAGEMENT
POSITION NUMBER:	1113
FLSA STATUS / GRADE:	EXEMPT / 133
CLASSIFICATION:	FIRST / MID OFFICERS AND MANAGERS
REPORTS TO:	DIRECTOR OF FISCAL MANAGEMENT

GENERAL DESCRIPTION OF POSITION:

Performs complex, professional accounting and administrative work related to the financial operations of the County. Assists the Director of Fiscal Management in the administration of specified financial activities. Completes special projects as requested. May serve as director during his/her absence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists the Director of Fiscal Management with planning, organizing, coordinating, and directing activities of the Fiscal Management department.
 - Supervises and monitors accounting processes and transactions for accounts receivable and accounts payable.
 - Performs various accounting functions, including, but not limited to, maintaining the general ledger, preparing various reports and spreadsheets, performing account reconciliations, and preparing journal entries as appropriate.
 - Assists in the development and administration of the annual operating budget; makes recommendations for improved cost effectiveness and budget utilization.
 - Coordinates the County's annual external audit.
 - Evaluates financial information and performs complex analytical research.
 - Prepares a variety of financial reports for the County and external agencies, including, but not limited to, Cost Allocation Plan, Nursing Home Medicaid Cost Report, and Auditor of Public Accounts Comparative Cost Report.
 - Coordinates the preparation of the Comprehensive Annual Financial Report (CAFR).
 - Assists in the coordination of systems selection, implementation and maintenance of financial software.
 - Monitors and evaluates the internal control environment for compliance with established regulations and guidelines and makes recommendations for improvement or modification.
 - Supervises assigned departmental personnel, which includes work allocation and enforcement of internal procedures and controls; evaluates performance and recommends personnel actions; motivates employees to achieve peak productivity and performance.
 - Assists the Director of Fiscal Management with developing and maintaining financial policies and formulating long-term financial and capital plans.
 - Attends County Board or other meetings and presents information, as needed.
 - Accomplishes all tasks as appropriately assigned or requested by management.
 - Participates in employee meetings and training as needed.
 - Performs special projects as assigned.
 - Meets attendance requirements and maintains the highest level of dependability.
 - Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.
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QUALIFICATIONS:

Education / Experience:

Requires graduation from an accredited college or university with a bachelor's degree in finance, accounting, or closely related field and five (5) years of progressive experience in governmental accounting and financial administration, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities. Master of Accountancy (MA), Master of Business Administration (MBA), or Certified Government Finance Officer (CGFO) preferred.

Knowledge / Skills and Abilities:

- Comprehensive knowledge of the principles and practices of accounting and budgeting as applied to municipal government.
- Comprehensive knowledge of the principles underlying general laws and administrative policies governing municipal financial practices and procedures.
- Thorough knowledge of modern office practices and standard office and accounting equipment.
- Thorough knowledge of audit practices.
- Ability to plan, organize, and direct the work of subordinate employees.
- Ability to prepare complex financial reports.
- Ability to analyze and evaluate complex financial systems.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to work as part of a professional team and to interact with other employees, County officials, external auditors, and the general public.
- Comprehensive knowledge and skill in the use of spreadsheets, word processing and graphics applications.

Certifications / Licenses:

Certified Public Accountant required

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.

- Sedentary work that occasionally requires the exertion of up to 25 pounds of force.
- Ability to perform repetitive motions with fingers and hands on a regular basis.
- Ability to speak and hear at normal spoken work levels in order to communicate verbally.
- Visual acuity is required for preparing and analyzing written or computer-generated data.

Environmental Factors:

N/A

Special / Additional Requirements:

Subject to a complete criminal history background search and drug screening with acceptable results.

Also, subject to pre-employment skills testing in Microsoft Office software and a 12-month probationary period.

Disclaimer:

This job description is not designed to cover or contain a comprehensive



listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.

Bedford County, VA is an Equal Opportunity Employer.

Approved by:	Personnel Committee / County Administrator
Approved date:	
Revised:	8/31/2017

