

COUNTY OF LANCASTER

JOB DESCRIPTION

FINANCE OFFICER (PART-TIME)

General Definition of Work

Performs independently complex professional work, under the auspices of the county administrator. Primary responsibilities include the planning, coordinating, and directing of all aspects of County financial management and administration in the areas of budgeting, general accounting, purchasing/procurement; debt issuance, financial/fiscal analysis and related work as apparent or assigned. Work involves ensuring the financial integrity of the county's operation by establishing policies and procedures and maintaining sound financial practices under the direction of the county administrator.

Must interact effectively with county administrator, board of supervisors, treasurer, commissioner of the revenue, public school officials, state compensation board, county auditor/accountant, federal and state grantor agencies, legal counsel, other county and local government officials and employees, media and public.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Coordinates, prepares and administers the annual operating and capital improvement budgets and the five-year capital improvement plan in coordination with the county administrator and/or the director of planning.

Develops budget preparation and financial reporting procedures for departments and outside agencies; ensures that state and local regulations are adhered to; assists with financial policy implementation related to budgeting and debt issuance.

Monitors and forecasts revenues and expenditures; reviews fiscal operations to ensure integrity, accuracy and control of data; prepares monthly, quarterly and year-end reports on the county's financial position; interprets results and makes recommendations as necessary; advises the county administrator and board of supervisors on budget priorities, changes, requests, deviations and other financial matters.

Serves as grants financial administrator, including the preparation of state and federal grant applications and reports; secures reimbursements of state and federal grant and loan funds for program expenditures. Assists in grant implementation and compliance.

Assists with planning and issuance of financing for long-term capital projects; works with financial advisor, bond counsel, banks and other financial representatives to complete documentation for various types of financings including lease-purchase agreements, general obligation and revenue bonds, qualified bank loans, etc.; maintains financial records required and initiates drawdown request of investment proceeds.

Prepares internal controls, accounting and purchasing policies; monitors functions to ensure adherence to organizational policies.

Makes presentations to the board of supervisors, economic development authority and general public as required on various financial matters; prepares requests to the board on financial matters including appropriations, budget amendments and fund transfers for the county and public schools.

Coordinates the annual audit process; prepares the management and discussion analysis and other documents as required by audit guidelines; oversees the preparation of the annual cost allocation plan.

Assists chief of emergency services and regional emergency medical services (EMS) billing agency in EMS billing inquiries, reports and other financial matters.

Attends and makes presentations during meetings and work sessions of the board of supervisors, economic development authority and other boards, commissions and committees as directed. Attends meetings, conferences, training and workshops to maintain proficient knowledge of accounting, budgeting and auditing principles related to professional standards and to maintain professional accreditations.

Performs other budgeting, finance and administrative duties as assigned by the county administrator or board of supervisors.

Education and Experience

Bachelor's degree from an accredited college with a degree in accounting, finance, public administration, business administration or related field required. Considerable knowledge of and 3 to 5 years of responsible experience with public budgeting, finance and/or accounting preferred and may be substituted for education requirement.

Knowledge of and experience with Virginia local government budgeting, finance and procurement statutes and regulations and state accounting standards preferred.

Experience with and ability to proficiently use the Bright Municipal (BAI) financial software system preferred.

Knowledge, Skills and Abilities

Knowledge of general laws and administrative policies governing municipal financial practices and procedures; knowledge of the principles and practices of governmental accounting; knowledge of the principles and practices of a municipal purchasing system; 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 communicate complex ideas effectively both orally and in writing; ability to prepare informative financial reports; ability to develop long range financial plans; ability to establish and maintain effective working relationships with county officials, other governmental officials, associates, media and the general public.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Must possess a valid driver's license from the Commonwealth of Virginia and have access to reliable transportation. Must be available to attend evening meetings when requested.

Compensation

Hourly rate negotiable and dependent upon qualifications. Minimum workload of 16 hours per week with expected workload of 20 hours per week.

Application Submittal and Review

Submit letter of interest, completed county application form, minimum of three (3) professional references, salary history and any other materials, such as a resume, documenting applicant's qualifications to:

Lancaster County Administrator's Office
8311 Mary Ball Road
Lancaster, Virginia 22503
Telephone: (804) 462-5129

County application form may be obtained at either the county website at www.lancova.com (click on "Job Opportunities" on home page) or the County Administrator's Office at the address and telephone number listed above.

Direct inquiries to the County Administrator's Office.

Position is open until filled. Lancaster County is an equal opportunity employer.