

JOB DESCRIPTION

Essex County, VA

Job Title	Finance Manager
Department	County Administrator's Office
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	County Administrator or Deputy County Administrator
Supervises:	NA

JOB SUMMARY/PURPOSE

This position is responsible for the financial controls of the approved County budget expenditures by monitoring the disbursements of County funds in accordance with established procedures. The position coordinates the preparation of the County budget with the County Administrator and Departments by providing financial reports of previous years and entering new budget data into financial system. The position coordinates the preparation of the Comprehensive Financial Report. The Finance Manager is responsible to plan, organize, implement expenditure controls based on the approved budget and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Authorizes the disbursement of County funds in accordance with officially established procedures such as receiving proper quotes and receipts for products and services, manages accounts payable systems, prepares check register and checks for approval by County Administrator and Board of Supervisors;
- Coordinates the preparation of the annual County budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs;
- Implements approved budget, ensures departments do not exceed their budget line items, if so then prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance;
- Prepares periodic reports of departmental financial condition for review by the Board of Supervisors, indicating receipts, expenditures and encumbrances;
- Maintains and prepares various financial reports for County, State and Federal regulations;
- Manages the automated document printing processes for the accounts payable function, including checks and 1099 forms;
- Performs analysis and implementation of internal accounting control procedures, and tests/troubleshoots imported data from the main financial database; may develop internal control policy such as credit card use;

- Assists external auditors in the preparation of the Comprehensive Annual Financial Report;
- Works with consulting Accountant to make journal entries and adjustments to meet government accounting standards;
- Reconciles revenue and expenditure ledgers with Treasurer's Office, Schools, Social Services, Regional Agencies, State, and federal distribution reports;
- Maintains filing system for all accounting and financial transactions; provides necessary financial and accounting information for printing various reports;
- Serve as County Fiscal Agent for Department of Criminal Justice Services and office of Children's Services; Serve as County representative for Community Planning Management Team; assist Volunteer Fire Department with filing annual Aid to Locality financial reporting.
- Invoices agencies renting County facilities (Governor's School – rent & Town of Tappahannock for Refuse Deposal Fee);
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with government finance regulations;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Bachelor's degree in Accounting, Public or Business administration or related field or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job, plus over five years of progressive experience with managing financial systems, spreadsheet applications and governmental accounting.

Licenses or Certificates:

- CPA a plus

Knowledge, Skills and Abilities:

- Knowledge of federal, state and local laws and policies concerning municipal fiscal operations;
- Knowledge of general governmental and municipal accounting and its compliance with GAAP, GFOA and GASB
- Knowledge of principles, practices and techniques of proper budget development and management;
- Knowledge of modern accounting and office procedures and equipment including electronic financial systems;
- Knowledge of County purchasing procedures and the ability to monitor and control expenditure based on policies
- Ability to communicate effectively and tactfully in explaining and enforcing County financial policies, procedures and regulations;

- Ability to exercise good judgement and produce financial and associated reports in a very timely manner and to enter accounts payable information accurately;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office;
- Ability to conduct and analyze financial statements and to develop budget estimates; and ability to prepare clear and concise reports with analyzed financial data;
- Ability to maintain standard accounting and control measures for municipal government;
- Ability to establish and maintain working relationship with County Staff, Department Heads, vendors and assist them with questions and understanding the financial reports;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to use Windows-based software and data base systems (e.g. Word, Excel, and financial systems etc.);
- Ability to maintain motivation, composure, and self-esteem in stressful situations.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with Dust or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, printers, phone, financial documents				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing library cart		X		
Other-Driving	X			
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		

Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).