



## Wythe County Finance Director Information Sheet

Wythe County has an estimated population of 29,000 and covers 465 square miles in Southwestern Virginia. Wythe County is known for its strategic location at the intersections of Interstates 77 and 81, its scenic mountains, and its tourism destinations, including the New River, the New River Trail State Park, and Shot Tower. The county seat is Wytheville which features a vibrant downtown, museums, local festivals, and numerous restaurants and motels.

The Finance Director position performs professional and administrative work planning, organizing, and directing the financial activities of the County. Responsibilities include directing the functions of the Finance Department, including payroll, accounts payable, annual budget preparation and monitoring (\$94 million for FY2021), external audit coordination, financial analysis, and assistance with development and implementation of financial matters and policies. This position oversees the system administration of the Tyler Munis Financial System including designing queries for extracting information and performing financial analyses. Successful candidate must possess ability to establish and maintain productive relationships with county staff and constitutional officers. Successful candidate must possess comprehensive knowledge of general laws and administrative principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a local government purchasing system and local bond financing; ability to plan and direct work of Finance Department employees; and ability to work independently and meet deadlines.

Preferred candidate will have a minimum of a Bachelor's degree with coursework in accounting, business administration, or related field and considerable experience in public financial administration. Beginning salary is negotiable based on qualifications and experience. For employment application, including job description, please contact Wythe County Administration Office, 340 South Sixth Street, Wytheville VA or by visiting website at [www.wytheco.org](http://www.wytheco.org). This position will be opened until filled with initial application reviews beginning November 23, 2020. Wythe County is an Equal Opportunity Employer.

# Finance Director

Dept/Div: Finance/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult professional work planning, organizing, managing and participating in the financial activities and financial reporting for the County, managing Finance and Billing and Collections operations and staff, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

## 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 an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, directs, manages and participates in the general accounting functions of the County including accounts payable, purchase order authorizations, payroll, revenue billing, revenue collection, capital assets and development of accounting policies, procedures and practices.

Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.

Participates in the budget process; develops revenue and expenditure projections for the annual budget; prepares budget related analyses; reviews/assists with budget requests and evaluations from other departments; prepares the line item budget form; monitors expenditures for compliance with the annual budget; prepares annual budget amendments and capital project ordinances.

Manages the annual external audit process; schedules audit and related work flow; requests audit related information from other departments; prepares required schedules, reports and work papers; composes sections of the Comprehensive Annual Financial Report (CAFR); reviews final report for accuracy before submission.

Oversees compliance with travel, petty cash, procurement and credit card policies.

Works with Treasurer and Commissioner of the Revenue on various accounting and budgeting issues.

Assists departments/offices with various grant documents, including monitoring compliance and financial reporting and requests for funds.

Directs the County purchasing system; follows County procurement policy; assists departments with development of RFPs and IFBs, including issuing purchase orders.

Prepares a variety of detailed, technical reports and other types of correspondence; maintains files and records.

## Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financing, practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the practices, methods and laws relating to municipal operations and bond financing; general knowledge of and ability to operate personal computers, associated hardware, software including word processing and spreadsheets and peripheral equipment; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative operational and financial reports; ability to communicate complex ideas, both orally and in writing; ability to formulate long range fiscal planning; ability to plan, organize, direct and evaluate the work of subordinate employees in the specialized field of accounting; ability to establish and maintain effective working relationships with other department heads, governmental officials, associates and the general public.

## Education and Experience

Bachelor's degree with coursework in accounting, business administration, or related field and considerable experience in public finance administration including considerable supervisory experience, or equivalent combination of education and experience.

# Finance Director

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; 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

Obtain Governmental Finance Officer certification within two years of employment.  
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 10/1/2015