

**Brunswick County, VA**

**Title: Director of Finance**

**Job Code: D004**



**General Description**

The purpose of this job within the organization is to perform advanced professional and supervisory duties in managing and monitoring all finance-related functions for the County.

This job formulates long-range goals for the organization, develop policy and position papers and negotiate with the chief administrative officer and/or elected officials.

**Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.**

Prepares and monitors the County's consolidated budget; plans and directs the County's budget development process; reviews and recommends requests for revisions of budgets; prepares analysis for County Administrator.

Reconciles the general ledger; corrects entry errors and erroneous entries.

Oversees and performs accounts payable and payroll duties; prepares and maintains County payroll; maintains and safeguards all payroll records as well as all personnel records; establishes and maintains the required insurance coverage for the County.

Prepares and oversees the preparation of a variety of financial reports submitted to County and outside agencies.

Monitors and reconciles grants awards.


Prepares data for auditors; monitors fixed assets and reports all additions and deletions to the auditors.

Meets with department heads and the County Administrator as needed to review budgetary items and handles other financial matters as needed.

Serves as liaison for various fiscal agencies; works with state and local authorities to ensure fiscal responsibility.

Researches and compiles financial information as needed for financial reporting and budget preparation.

**This Class Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs change.**

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Serves a Primary Security Officer.

Directs, supervises and evaluates employees within assigned areas of responsibility.

Assists the County Administrator in establishing policies and procedures for assigned areas of responsibility.

Performs related work as assigned.

**Minimum Education and Experience Requirements:**

Requires a Bachelor's Degree in accounting, finance or closely related field.

Requires two years in accounting, budgeting and finance, some of which in a supervisory capacity, or closely related experience.

**Special Certifications and Licenses:**

CPA Certification recommended.

**Americans with Disabilities Act Compliance**

Brunswick County is an Equal Opportunity Employer. ADA requires Brunswick County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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