

Nelson County, VA is seeking interested and qualified applicants for the following position:

Position: Director of Finance and Human Resources
Hiring Range: \$88,758 - \$110,948 DOQ + Excellent Benefits Package
Closing Date: Until filled by qualified applicant
Start Date: August 1, 2024 or as soon as possible thereafter

The County of Nelson, VA is accepting applications for the full-time, FLSA exempt position of Director of Finance & Human Resources. The successful candidate will have the opportunity to work with the current Director through the end of December 2024. Nelson is a rural community of approximately 14,790 residents located in Central VA between the cities of Charlottesville and Lynchburg. The County operates with an approximate \$50 Million annual General Fund operating budget (including schools) and a total general government staff of 105 full-time and 37 part-time employees (including Constitutional Offices).

Under limited supervision, this position is responsible for management of the County's Finance and Human Resources department; supervising three (3) staff members, serving as the chief financial and procurement officer of the County, and in the County Administrator's absence, may be delegated responsibilities for County operations. Associated tasks include all aspects of governmental fund accounting and management of the general ledger including assisting outside auditors with the annual audit; as well as management of all aspects of human resource functions. The Director works in collaboration with County Administration on human resource management, procurement, budgeting, financial planning and management, and capital project financing. Additional departmental duties include managing the County's EMS revenue recovery program, insurance coverage and claims, and financial aspects of state and federal grants.

A Bachelor's degree in Finance, Accounting, Economics, Business, Public Administration, or a related field is required. Extensive knowledge of local government operations as well as a minimum of six (6) years of responsible experience in local government finance and/or human resources, with supervisory experience, is preferred. A combination of education and preferred experience may be considered.

The successful candidate will have demonstrated excellent interpersonal and presentation skills and be proficient in MS Office. Experience with Bright Associates Inc. (BAI) Municipal accounting software is desired.

The job description, application, and supplemental information is available at <https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-opportunities/>

Applicants must submit a letter of interest, County application, detailed resume outlining career accomplishments and clearly articulating specific certifications, salary expectations, and a minimum of 3 professional references to jseraphin@nelsoncounty.org or to Finance & HR Director c/o Judy Seraphin P.O. Box 336 Lovingston VA 22949. Applicants must possess a valid driver's license, and authorize a background check if selected for interview.

NELSON COUNTY VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER
BY AUTHORITY OF NELSON COUNTY BOARD OF SUPERVISORS