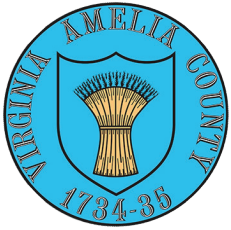




FINANCE DIRECTOR

AMELIA COUNTY, VIRGINIA





AMELIA COUNTY, VIRGINIA is seeking an experienced professional to serve as its next Finance Director. The successful candidate will be responsible for planning, directing and supervising the Finance department, developing the annual budget and the Comprehensive Annual Finance Report (CAFR), reviewing reports, and processes, preparing and maintaining various records and files and ensuring financial documents comply with local, state, and federal laws. Work is performed under the supervision of the County Administrator.

This recruitment profile provides background information on the community, its governmental operations, and its aspirations. It also outlines the qualifications, experience, and characteristics determined to be necessary and desirable for successful performance as the Finance Director.

Qualified candidates are encouraged to submit a cover letter, resume, and professional references, along with a [County Employment Application](#) to Maribeth Smith via email maribeth.smith@ameliacova.com. This position is open until filled. Inquiries relating to the Finance Director position may be directed to:

Maribeth Smith

Human Resources Manager
County of Amelia
P.O. Box A
Amelia, VA 23002
Phone: 804-561-3039 x 8018





COMMUNITY BACKGROUND

Located in the Piedmont Region of Central Virginia, Amelia County combines the charm of a rural lifestyle with convenient access to the Richmond metropolitan area. The county is a vibrant community of approximately 13,500, blessed with natural beauty, a rich history, and an exciting future.

Amelia County has a strong agricultural economy, but many citizens work in neighboring counties. The Appomattox River runs along the county's northern border offering potential recreational opportunities. The County encompasses 361 square miles of gently rolling topography. It is made up of farms, forests, homes, and businesses.

This position offers an excellent opportunity within a scenic community that has a high quality of life and a reasonable cost of living, offering some of the most affordable housing options in the Richmond metro area. The County anticipates future growth and development while maintaining its rural characteristics and provides numerous services in an efficient and sound manner to maintain the quality of life that is attractive to its citizens.

As of 2024, Amelia County has a population of 13,592 residents (US Census estimation). The County's residents are 74.6% White, 20.13% Black, and 5.27% two or more races. The median household income is \$63,438 and the poverty rate is 11.1%. The value of owner-occupied housing is \$233,700 as of 2022.



LOCATION

Part of the Greater Richmond Region, Amelia County is located approximately 35 miles southwest of downtown Richmond, Virginia. The county seat is Amelia Courthouse, a village of approximately 1,100 citizens. US Route 360 is the main east-west highway serving the county and is used by many residents as a commuting route to employment outside the county.

Amelia County has access to I-95 and to I-85 within an hour using US 360 as the connecting route. The county is served by Richmond International Airport, 47 miles to the east. Connections to Amtrak are available from Richmond.



ECONOMY

Amelia County has a strong agricultural economy. Major products of the county include livestock and milk, poultry and egg production, and grain, dry beans and peas, and tobacco. Many citizens commute out of the county for employment in the Greater Richmond Region. Working with its Economic Development and Industrial Development team, the county has two industrial parks. This development has provided jobs, expanded the commercial and industrial base, and allowed the county tax rate to remain low.

Amelia County is home to several companies, including Anderson Brothers Lumber Company, Keystone Vintage Lumber, Martin Marietta-Amelia Quarry, Swift Creek Forest Products, and Tatum's Hauling. Major employers are Amelia County, Amelia County Schools, Amelia Rehabilitation and Healthcare, Genesis Decor, Tatum Hauling, Superior Walls, Chaney Enterprises, Food Lion, and Star Children's Dress Company.

EDUCATION

Amelia County is proud of its small, inclusive public school system. Amelia County Public Schools is comprised of three (3) schools: Amelia County High School, Amelia County Middle School, and Amelia County Elementary School, which educate approximately 1,500 students. High school students can take classes at the Amelia-Nottoway Technical Center, with coursework opportunities in automotive, agricultural, culinary, and medical fields. Amelia Academy is a private school, offering accredited education to Pre-K thru 12th students.

There are many excellent colleges and universities located within easy commuting distance of the county. J. Sargent Reynolds and John Tyler (Midlothian Campus) Community Colleges are nearby and provide educational training for residents. Longwood University, Hampton-Sidney College, University of Richmond, Virginia State University, Virginia Commonwealth University, Virginia Commonwealth University, and Old Dominion University are located within 35 miles of the County Courthouse.





HEALTHCARE

Amelia Healthcare Center provides comprehensive, primary healthcare to Amelia County residents. Affiliated with Southern Dominion Health System, Inc., the local facility provides preventive healthcare and minor surgery from infant to geriatric care. Several dentists and eyecare professionals are available in and near the county. Being in the Richmond Metropolitan Region, hospital and specialty services are conveniently located and offer a full range of medical care.

RECREATION

Known for its community spirit, Amelia County offers its residents a wide variety of activities to connect with family and friends. Outdoor enthusiasts will appreciate the Amelia Wildlife Management Area, which offers hunting, fishing, and camping opportunities on its 2,217 acres. Fishermen and kayakers alike enjoy the 100-acre Amelia Lake and 4.5-acre Saunders Pond, where largemouth bass, crappie, channel catfish, bluegill, and redear sunfish are plentiful. More aquatic recreation is available on the 3,100 acre Lake Chesdin, which offers water skiing, canoeing, and private marinas.

Additionally, Amelia County proudly hosts several events to celebrate the county's history and connect with local residents:

Amelia Tractor Parade and Family Farm Fellowship is a relatively new – but growing -county tradition. In March, this annual event celebrates local farmers and the agricultural community.

Amelia Day, a countywide festival, is held each May on the Saturday before Mother's Day in Amelia Court House. The festival celebrates the county's founding. At the first Amelia Day celebration in 1985, residents buried a time capsule in the courthouse green near the Confederate War Memorial. The capsule is scheduled to be opened in 2035.

Field Day of the Past is held each September on the third full weekend. This is an outdoor event that feels like an old-time country fair while offering: Historic displays, buildings, demonstrations and re-enactments, tractor and truck pulls, living history exhibits, arts and Crafts vendors, carnival rides, animal exhibits, and equestrian events.

COUNTY GOVERNMENT

Amelia County is governed by an elected Board of Supervisors that establishes policies for the administration of the County Government. The Board of Supervisors consists of five members who are elected by the voters for a term of four years each. The county is divided into five districts, one board member is elected from each of the five districts. Amelia County has five elected Constitutional Officers including a Commonwealth's Attorney, Sheriff, Commissioner of Revenue, Treasurer, and Clerk of the Circuit.

Appointed by the Board of Supervisors, the County Administrator is the chief administrative officer of the county. The County Administrator is responsible for the implementation and execution of policies established by the Board. The County Administrator oversees the County's Finance, Public Works, Administration, Emergency Management, Parks & Recreation, Community Development, Animal Control, and Environmental Services departments.

The County has approximately 191 full-time and part-time employees. The FY25 proposed budget is \$49.4 million, including the school system, public utilities, constitutional officers, and general fund.



THE POSITION

Amelia County seeks a positive, reliable, and forward-thinking Finance Director who will be actively involved in day-to-day financial operations while also guiding the strategic direction of the department. This role requires a community-focused, team-oriented professional dedicated to serving a close-knit, rural community. The successful candidate will be responsible for planning, directing and supervising the Finance department, developing the annual budget and the Comprehensive Annual Finance Report (CAFR), reviewing reports, and processes, preparing and maintaining various records and files and ensuring financial documents comply with local, state, and federal laws. Work is performed under the supervision of the County Administrator. Essential functions include:

- Oversees accounts payable, payroll, cash management, debt financing.
- Prepares, presents, implements, and oversees the annual budget; aids department heads in preparing budget estimates and in determining costs for new programs; prepares budget amendments, as necessary.
- Develops the Comprehensive Annual Finance Report (CAFR).
- Prepares the general ledger; posts all accrual and modification entries for the annual audit to ensure compliance with Government Accounting Standards Board (GASB) standards.
- Reviews the year-end reports and prepares them for GASB-complied audit report.
- Reviews and double-checks the processing of accounts payroll, payroll, and benefits.
- Prepares, submits, and maintains various accounting records and reports; ensures documents are in compliance with local, state, and federal laws and procedures.
- Oversees preparation, submittal, and maintenance of employee W-2s, 1099s, and other annual tax documents annually.
- Provides recommendations on hiring, terminating, promoting/demoting, suspending, and adjusting grievances; assigns, leads, trains, and inspects the work of staff; rewards and discipline as necessary; coaches, counsels, and evaluates staff performance; develops staff schedules; develops and achieves high performance and strategic objects for the department; ensures deadlines for the department are met; supervises daily operations.
- Reviews and approves financial procedures and controls; reviews and approves all disbursements.
- Presents frequent reports to the Board of Supervisors as to the financial position of the County, and attends Board meetings as required.
- Advises and provides recommendations to the County Administrator, department heads, and the Board of Supervisors.
- Supervises and approves all reports for drawdowns of grant funds and serves as the Finance Officer on all grant applications.
- Performs other related duties as assigned by the County Administrator.



PRIORITIES

The County has identified the following priorities for the next Finance Director:

- Foster strong, collaborative, and positive relationships with the Board of Supervisors, partnering agencies, and the community to ensure alignment and transparency in financial operations.
- Draft and present financial policies for approval by the Board of Supervisors, providing a clear framework for financial decision-making and accountability.
- Establish and implement comprehensive standard operating procedures (SOPs) to streamline workflows, enhance consistency, and support departmental efficiency.
- Collaborate closely with the other two finance team members to expand their skill sets, encourage continuous learning, and provide opportunities for professional development to strengthen the team's overall capabilities.
- Conduct a thorough evaluation of potential financial management software to determine feasibility and improvements over the current BAI system, aiming to optimize department functionality.
- Support the digitization of paper records in the Finance Department in accordance with the Library of Virginia's guidelines.
- Actively pursue opportunities to highlight Amelia County's financial management achievements, including efforts toward earning the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.

THE SAILOR'S CREEK

BATTLES

ON APRIL 2, 1865, AFTER FOUR YEARS OF WAR, UNION GENERAL ULYSSES S. GRANT AND THE ARMY OF THE POTOMAC AND JAMES BROKE THEIR NINE-MONTH SIEGE OF PETERSBURG AND THE CONFEDERATE CAPITAL OF RICHMOND, DRIVING GENERAL ROBERT E. LEE AND WHAT WAS LEFT OF THE ARMY OF NORTHERN VIRGINIA THROUGH THE HEART OF VIRGINIA ON A CHASE THAT WOULD EVENTUALLY END WITH LEE'S SURRENDER AT APPOMATTOX.

ON APRIL 6TH 1865, THE TWO ARMIES CONVERGED HERE, ALONG LITTLE SAILOR'S CREEK IN WHAT WAS TO BE THE LAST MAJOR BATTLE OF THE AMERICAN CIVIL WAR.

600 BALL CARTG
PISTOL. CAL. 44
1864

96 LBS.
CART CAL 58
GROOVED
BALL
RICHMOND ARSENAL
1864

QUALIFICATIONS, EDUCATION, & EXPERIENCE

The following education and experience factors are the desired qualifications for successful performance:

- Bachelor's degree in accounting, business administration, or a related field and three (3) to five (5) years work experience in general accounting and/or governmental accounting with supervisory and/or management experience or an equivalent combination of education and experience.
- Previous municipal or county government experience is preferred; however, employee must demonstrate a diverse, high level of knowledge in local government finance. Experience making presentations to an elected body is preferred.
- Certified Public Accountant certification is preferred.
- A demonstrated commitment to ongoing professional development through participation in organizations such as GFOA and Virginia Government Finance Officer Association (VGFOA) is preferred.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

PERSONAL TRAITS & DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with members of the Board of Supervisors, community members, and all County employees.
- Professionally competent, with confidence tempered by humility.
- A good steward of public funds; fiscally conservative, with a focus on improving the efficiency and accountability of County operations.
- A self-starter able to embrace challenges with resilience.
- An innovative leader able to address difficult issues and constructively questions the status quo while respecting and building upon established effective practices.
- Approachable and empathetic with a customer service mindset.
- A role model, coach, and mentor for County employees; dedicated to the professional development of staff; able to empower employees with a focus on excellent performance, collaboration, and accountability; able to build a competent staff team and to delegate responsibility.



COMPENSATION AND BENEFITS

Compensation for the Finance Director is dependent on qualifications and experience with a starting range of \$94,900 - \$140,000 annually. The successful candidate will be provided with a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits provided for all County employees.

APPLICATION PROCESS

This position is open until filled. A timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter, resume, professional references, along with a [County Employment Application](#) to Maribeth Smith, via email at maribeth.smith@ameliacova.com. Questions may be directed to:

Maribeth Smith

Human Resources Manager
County of Amelia
P.O. Box A
Amelia, VA 23002
Phone: 804-561-3039 x 8018

For additional information, please visit www.ameliacova.com.

Amelia County is an Equal Opportunity Employer

