

POSITION AVAILABLE: FINANCE DEPARTMENT MANAGER

The County of Amelia is accepting applications for a full-time salaried position of Finance Department Manager.

Amelia County seeks an experienced finance professional to serve as its next Finance Department Manager. The ideal candidate will possess the knowledge, skills, and abilities to perform the core functions and progress through a career development plan to gain additional knowledge and opportunities.

The successful candidate will be responsible for fiscal and operational aspects of County business, including preparation of financial reports. This position performs work developing the annual budget, ongoing budget management, assisting with mid-year appropriation requests, managing the capital improvement plan, coordinating the completion of the annual audit, and preparing financial reports for Board presentations. This position will also act as the purchasing agent in procuring the County's goods, services, and equipment.

Work is performed under the supervision of the County Administrator.

Minimum Qualifications

Bachelor's degree in finance, business administration, or a related field and/or one to three years in general accounting, budgeting, or governmental accounting or equivalent combination of education and experience.

Special Qualifications

May require possession of, or ability to obtain, specific licenses and/or certifications.

The County of Amelia Employment Application is available on ameliacova.com or at the County Administration Office located at 16360 Dunn Street, Suite 101 Amelia, VA 23002. All applications and supplemental materials can be dropped off at the County Administration Office or completed and emailed to maribeth.smith@ameliacova.com. This position will remain open until filled. For further information, please call (804)561-3039. Amelia County is an EOE. Drug testing and background checks are required prior to employment.