

# SHENANDOAH COUNTY

Position Profile: **Director of Finance**  
October 2016



The County of Shenandoah, Virginia is currently recruiting for the position of Director of Finance. The Director of Finance provides senior level oversight and leadership of the county's financial activities which include but are not limited to: budgeting, accounting, payroll, accounts payable and risk management functions.



## *The Community*

Shenandoah County is a rural community rich in its agricultural heritage, historic role in the American Civil War and environmental as well as outdoor recreational quality of life. The County is linear in nature, approximately 38 miles long and 512 square miles in size. The bulk of the county's residential, commercial and industrial activity occurs along the center portion of the county along the U.S. 11 corridor where six (6) incorporated towns are located; Interstate I-81 running north to south parallels the U.S. 11 corridor. In addition to the incorporated towns the county has a four season's resort, Bryce Resort, located in the western portion of the county. In addition to incorporated towns, the county has a variety of historic small hamlets, place names and villages spread throughout the rural portions of the county. The county is bisected by the North Fork of the Shenandoah River which provides year round recreation to residents and tourists alike.

## *Budgeting*

The Director of Finance plays a key role in facilitating the development of the county's \$110 million operating budget. The Director works in close coordination with the County Administrator and other senior staff members as well as agency representatives to project anticipated revenues and expenditures. The Director also works with elected officials and county administration during the Board of Supervisors' budget deliberations and eventual adoption of a budget and rate structure. The Director also coordinates the development of the capital improvement plan.

## *Accounting and Accounts Payable*

The Director manages the county's central accounting system and functions. This includes the preparation of financial reports together with the consolidated annual financial report (CAFR) as well as ensuring the county's compliance with the State's uniform accounting and reporting system. The department processes the county's payment activities and transactions for a variety of county departments which includes processing and approval of purchase orders.

## *Payroll, Benefits & Risk Management*

The Director of Finance oversees the monthly payroll process for approximately 300 FTE's within approximately 14 different departments, constitutional offices or other agencies. In addition to monthly payroll functions, the finance department manages and administers employee benefits for the aforementioned employees and departments. The Finance Department also administers the county's risk management program including workers compensation, general liability and casualty insurance claims.

## *Structure*

The Department of Finance in Shenandoah County is a relatively new department. In 2014 the county restructured the department following several staffing changes. Up until that time, the finance functions had fallen to staff members within the Office of the County Administrator. The intent was to bring continuity to the various functions outlined above to the department. The department consists of three full time staff members. The Director is joined by an accounting manager and accounting technician.

The department is admittedly busy given its routine and reoccurring deadlines combined with certain annual keystone projects such as the budget and CAFR as well as the management of payroll and employee benefit functions. The Director is routinely committed to these larger and more involved projects/deadlines and must balance the routine functions with those larger, and time consuming projects.

## *Candidate Qualifications*

Shenandoah County's Director of Finance is a very important senior level member within the staff leadership of the county. The Director of Finance regularly consults with the County Administrator and Assistant County Administrator on a variety of organizational matters. In addition, the Director of Finance typically attends regular meetings of the Board of Supervisors including work sessions. The Director should be able to communicate and convey complex accounting, finance and budgetary terms and concepts to a variety of stakeholders including staff, elected officials and the general public.

The Director should be familiar with all facets of municipal finance, accounting and budgeting. The ideal candidate will possess experience in a local government setting as a finance director, budget director, appointed treasurer or equivalent position. The candidate's prior experience should be supplemented by graduation from an accredited college or university with a bachelor's degree in accounting, finance, business, public administration or related field. Priority will be given to candidates who possess a Certified Public Accountant (CPA) or a Certified Public Finance Officer (CPFO) designation.

## *Compensation and Benefits*

Shenandoah County offers a competitive benefits package which includes paid sick and vacation leave and holiday pay, participation in the Virginia Retirement System (VRS), group life insurance and health insurance.

The position is compensated on a county pay grade 27, \$59,874 to \$88,884 with a likely minimum starting range beginning at \$74,775, or more, dependent upon experience, education and qualifications. This position is FLSA exempt.

## *Application Instructions*

Submit a cover letter, detailed resume and at least 5 professional references with a completed and signed Shenandoah County employment application to Mary T. Price, County Administrator, Shenandoah County, 600 N. Main Street, Suite 102 Woodstock, VA 22664. Applications and credentials should be submitted by Wednesday, November 30, 2016. Electronic submissions may be submitted to [hwilliams@shenandoahcountyva.us](mailto:hwilliams@shenandoahcountyva.us).

*Shenandoah County is an Equal Opportunity Employer*