

COUNTY OF SUSSEX
Position Announcement
Director of Finance

The County of Sussex Virginia is seeking a Director of Finance to serve as its chief accounting and financial officer. The County operates under a six person Board of Supervisors. Sussex County is centrally located approximately sixty (60) miles west of Hampton Roads, Virginia and sixty (60) miles southeast of Richmond.

A Bachelor's Degree in Accounting, Finance, Business Administration or a related field with advanced degree is preferred. Experience should include six (6) to nine (9) years progressive managerial accounting, preferably in a governmental setting, including at least three (3) to five (5) years of senior accounting and finance. Some of the duties include organizing and directing the annual audit and the preparation of annual financial statements; helping with the implementation of financial systems; overseeing the preparation and maintenance of financial records and statements and related reports; must attend all meeting of the Board of Supervisors; preparing revenue forecasts and expenditure projections; budget development, preparation of request for proposals and invitation for bids; oversees procurement for the County. The position as part of the County's Management team, reports directly to the County Administrator and is responsible for the overall management and strategic direction of the Finance Department, which consists of Accounts Payable and Payroll. Must be experienced with the AS400 Accounting System.

To apply, submit a letter of interest, detailed resume, Virginia State application (Form DPT Form 10-012, Rev.10/99) and professional references to Shilton R. Butts, Assistant to the County Administrator, County of Sussex, Post Office Box 1397, Sussex VA 23884 or via email to sricks@sussexcountyva.gov. If mailing or hand delivering your documents, please note **"CONFIDENTIAL" TO BE OPENED BY ADDRESSEE ONLY** on the envelope.

The County is an Equal Opportunity Employer and provides an excellent benefit package. Women, minorities, veterans and people with disabilities are encouraged to apply. The Position requires a criminal background check and valid driver's license with acceptable driving record. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process. Salary Range: \$65,801 to \$72,800.00 annually.

POSITION OPENED UNTIL FILLED.