

**EMPLOYMENT OPPORTUNITY  
COUNTY OF SUSSEX  
FINANCE SUPERVISOR**

The County of Sussex is accepting applications for the position of Finance Supervisor. Duties include the following: Plans, directs, supervises and participates in general accounting functions; assists the County Administrator and Board of Supervisors and other departments with the development and implementation of financial matters; organizes and directs the annual audit and the preparation of annual financial statements; prepares revenue forecasts and expenditure projections; directs the preparation of all reports of the fiscal condition of the County; helps other departments with the development and implementation of financial systems; advises officials on financial matters of the County; evaluates the work performance of subordinates; establishes and maintains financial and accounting systems for the County; oversees the preparation and maintenance of financial records and statements and related reports; handles landfill billing and records payments; attends Board of Supervisors meetings; performs related tasks as required.

Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a local government purchasing system; thorough knowledge of AS400 Accounting System; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to develop long range financial plans; ability to establish and maintain effective working relationships with County officials, associates and the general public. Other duties as assigned.

Possess an Associate's Degree with experience in accounting and/or finance or major experience in accounting, finance, budgeting, business administration or related field and considerable experience in public finance administration.

Annual salary range: \$35,000.00 to \$58,000.00.

Submit completed Virginia state application (**DPT Form 10-012 – Rev 10/99**), cover letter, detailed resume, salary history and work related references to: Shilton R. Butts, Assistant to the County Administrator at Post Office Box 1397, 20135 Princeton Road, Sussex, Virginia 23884 or e-mail [sricks@sussexcountyva.gov](mailto:sricks@sussexcountyva.gov). State applications can be downloaded at [www.virginia.gov](http://www.virginia.gov) or call (434) 246 1000 to request that an application be emailed to you. Deadline for submission is 4:00 p.m., Tuesday, October 11, 2016. If mailing or hand delivering documents, please seal the envelope and clearly label **“CONFIDENTIAL.”**