

**ASSISTANT FINANCE DIRECTOR**  
Pulaski County

**Department:** Finance

**Supervision Exercised:** PSA Collections Specialist and PSA Billing Office Supervisor

**Supervision Received:** Finance Director

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Exempt/Full-time

**TESTING/SCREENING AND CERTIFICATIONS REQUIRED:** Drug & Alcohol Testing, Background Screening & Driving Record Required. Statement of Economic Interests (Real Estate) Required is required per VA Code SS2.2-3114

**Essential Employee:** No

**Work Hours:** Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some overtime, holiday and evening work required.

**ESSENTIAL FUNCTIONS:** The Assistant Finance Director is responsible for assisting the Finance Director in the oversight of all county financial functions including the Board of Supervisors, Public Service Authority (PSA), Economic Development Authority (EDA), Sports Tourism & Entertainment Authority (STEa), and the Department of Social Services (DSS) hereafter referred to as County. This individual works with the Treasurer, Commissioner of Revenue, School Board, staff, and various state and federal agencies to manage the financial aspects of County operations. This position will provide extensive support to the budgeting and financial aspects of the PSA. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**RESPONSIBILITIES:**

Budgeting (focus on PSA)

- Assists with the assembly of budget and project budget packages and salary projections
- Assists with annual posting of the budget in the financial software system
- Assists with the maintenance of proper charges to line items based on standardized chart of accounts in order to properly and accurately report total annual expenditures

#### Assistant Finance Director

- Reviews, monitors and assists in analyzing budget reports
- Assists with various agency and departmental budgets and reviews and prepares appropriation requests as needed during the fiscal year
- Supports department heads and other employees in dealing with day-to-day concerns as requested
- Assists with disbursements for goods and services and payment of financial debt obligations within budget appropriations
- Assists with the development of budget presentations and other reports
- Monitors reconciliations of revenues and expenditures and assists with statistical tracking as needed making recommendations to the Finance Director on existing and new fiscal financial policies

#### Finance (focus on PSA)

- Assists with the direction of the financial operations of the County by an established central accounting system within commonly accepted governmental accounting principles
- Reviews, monitors and prepares financial reporting for state, federal and local agencies
- Assists with preparation of financial statements, reports, and analytical data for county operations
- Prepares and uploads daily cash receipts from the Treasurer's Office
- Assists with county financed school construction projects, expenditure tracking and preparation of financial draw downs
- Performs monthly balancing of the GL, prepares any related adjustments and assists with monthly closing of the financial software system
- Works with Treasurer's Office, DSS and School Board staff to reconcile cash between systems
- Assists with closing out of annual year in the financial software system
- Assists with coordination of preparing for the annual audit review, and works closely with the County's independent external auditors
- Assists with working with an external financial advisor to provide long-term financial planning and arranges borrowing necessary to implement the initiatives of the County
- Assists with procuring accounting system, banking, insurance, and fringe benefit services as needed
- Instructs staff in the use of accounting system for reviewing budgeted revenues and expenditures
- Reconciles bank accounts for all authorities
- Attends board meetings as required

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures
- Knowledge of the principles, practices and processes of municipal budgeting
- Develops and implements new accounting techniques, procedures and systems to include GAAP and GASB; modifies and modernizes existing methods and procedures
- Knowledge of municipal bonds and contracts and available investment opportunities
- Ability to prepare and analyze complex financial data in a timely and accurate manner
- Knowledge of information technology principles and practices
- Ability to formulate and install methods, procedures, forms and records systems
- Ability to meet job demands under stressful situations
- Must possess excellent interpersonal and negotiation skills

**ADA REQUIREMENTS:** Ability to remain stationary at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously, ability to read and write in order to understand and exchange information, ability to position oneself in order to file papers, ability to move up to 50 pounds, dexterity required to operate keypads, push buttons, and switches, ability to work independently in the absence of specific instruction and ability to meet the public courteously and effectively.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting or Finance required
- Four (4) to six (6) years of extensive, progressively responsible experience in a municipal financial administrative position
- Experience selecting, training, and developing the work of Finance Department staff
- Highly proficient in Microsoft Word and Excel and proficient in PowerPoint

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth

Assistant Finance Director

- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date