



COUNTY OF YORK JOB DESCRIPTION
Chief of Budget & Financial Reporting
Budget & Financial Reporting
Financial & Management Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
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GENERAL STATEMENT OF JOB

Responsible and accountable for the administration and supervision of the Budget and Financial Reporting Division. Coordinates the planning, development, and implementation of the annual operating and capital improvement budgets. Conducts and coordinates complex professional accounting work involving the research, analysis, preparation and maintenance of financial information for audit and financial reporting purposes. Performs fiscal control work. Supervises a staff of professional, technical and administrative personnel. Work is performed under minimal supervision.

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs all operations of the Division of Budget and Financial Reporting; directs and participates in the formulation and implementation of the division's policies.

Supervises and assigns the work of the division's personnel; trains staff and does performance evaluations, and counseling as required.

Prepares and implements the division's budget; approves division's purchases and monitors expenditures.

Responsible and accountable for the development and implementation of County-wide budget practices and procedures.

Works with senior management to develop and implement the annual County operating budgets.

Responsible for the development and implementation of the capital improvements program for the County and school funds.

During the fiscal year, reviews and recommends requests for changes in departmental appropriations; personally works with some of the larger departments as needed on the operational and capital budgets.

Works with County staff to develop and implement automated budget processes.

Coordination of the analysis and development of information for the Board of Supervisors and management during the budget cycle.

Coordinates the review of the disbursements of all monies and control of expenditures for the County capital projects to ensure the appropriations are not exceeded.

Coordinates the monitoring of the activity appropriation for spending; advises division chiefs of the availability of annual appropriations.

Coordinates the monitoring of the School's annual appropriations in the accounting system.

Coordinates the monitoring of the County revenues to determine the accuracy of revenue projections; prepare analysis of past and current year revenues to determine future trends.

Prepares the County's Comprehensive Annual Financial Report (CAFR); serves as the liaison between the auditors and County staff during the audit process.

Administrates the annual audit which includes complex research, analysis, development and summarization of all County and School Division funds.

Coordinates the implementation of generally accepted accounting principles and government accounting and auditing standards relating to County operations with County and School Division staff.

Coordinates the maintenance of the County's debt service which includes the preparation of schedules and the payment of the principal, interest, and handling fees; works closely with management to develop debt documents during the borrowing of cash for capital projects.

Coordinates the monitoring of activities relating to grants and donations received by the County; includes reviewing of Board of Supervisor materials.

Prepares and reviews Board of Supervisor materials relating to appropriation resolutions.

Serves as fiscal agent for certain boards and committees including but not limited to: the Colonial Behavioral Health, the Colonial Group Home Commission, and the York-Poquoson Department of Social Services.

Coordinates the review and analysis of the financial transactions of the Economic Development Authority of York County (EDA) on an on-going basis. Coordinates and administers the annual audit process and prepares the financial statements.

Reconciles the Riverwalk Landing tenant operations and dockmaster operations on a monthly basis.

Prepares and/or reviews various financial reports required by outside agencies, including but not limited to, the Comprehensive Services Act, cost allocation plan, other post-employment benefits plan actuarial valuation, E911 Wireless report, Library State Aid report, APA Comparative report, Data Collection Form, DEQ Landfill Post-Closure report, Census, NRMSIR report and the USDA Farmer's Home report.

ADDITIONAL JOB FUNCTIONS

Performs special projects and performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of governmental accounting, auditing, and financial reporting, including GAAP (Generally Accepted Accounting Principles), GAS (Government Accounting Standards) and GAAS (Generally Accepted Auditing Standards).

Thorough knowledge of personal computers, including Microsoft Office software.

Thorough knowledge of modern management principles and practices.

Excellent oral and written communication skills.

Skilled in negotiation, compromise, and conflict resolution.

Ability to use personal and peripheral computers with reasonable speed and accuracy.

Ability to plan for and implement a number of projects simultaneously.

Ability to establish and maintain effective working relationships and work as a team member.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree in accounting, business administration, or a field related, and 7 to 10 years of experience in governmental or non-profit accounting work, including 3 years in a supervisory position. A Master's degree and/or certification as a Certified Public Accountant or Certified Public Finance Officer is required.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which include computers, calculators, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to others.

Language Ability: Requires the ability to read and prepare a variety of informational documents, budget summaries, annual audits, budget worksheets, minutes, and related departmental records and reports. Must be able to speak before an audience with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to utilize basic systems of algebra; and to utilize statistical theories and inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate to high levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____