Schuylkill County is currently seeking a **Director of Finance** to join the team. In this role, the **Director of Finance** reports directly to the County Administrator and serves as an integral part of the leadership team. The **Director of** **Finance** operates with a high degree of autonomy to navigate the financial landscape for the County.

**WHAT YOU WILL DO**

* Direct the functions of the County’s Finance Office to include planning, budgeting, purchasing, cash management and public finance.
* Serve as the County’s Single Audit Coordinator, which includes acting as a resource and as a liaison with the external auditing firm, departments and agencies.
* Serve an integral role in assisting the County Administrator and the Board of Commissioners in achieving the County’s financial objectives.

**ABOUT US**

Schuylkill County Government is dedicated to serving our community with integrity and innovation. We believe in fostering a culture of excellence among our employees, providing them with the training and resources they need to excel in their roles and contribute to our community’s growth.

**What We Offer**

* Strategic location: Situated in the heart of Pennsylvania, Schuylkill County offers easy access to major cities while retaining its scenic beauty.
* Community impact: Make a difference in the lives of our residents through your work, contributing to the safety, well-being, and prosperity of our community.
* Work-Life Balance: Experience meaningful work while enjoying the quality of life Schuylkill County offers.
* Professional Development: We prioritize your growth, offering ongoing training and opportunities to advance your career.

**Benefit Highlights**

If you are looking for an employer that offers incredible benefits, Schuylkill County may be just the place for you. Highlights include:

* Retirement benefits: pension **plus** 457(b)
* Excellent insurance coverages at competitive rates
* Generous paid time off for vacation, sick and personal days
* 12 paid holidays
* Great hours and work-life balance
* 35-hour workweek
* Professional development assistance

**KEY DUTIES AND RESPONSIBILITIES**

* Supervise the purchasing function.
* Direct, coordinate and supervise the preparation of the annual indirect cost allocation plan. Review, report and disseminate billings to all departments and agencies.
* Direct, coordinate and supervise the County’s Single Audit with departments, agencies and row offices. Act as a resource and as a liaison to resolve any issues relating to the annual audit.
* Direct and supervise the subrecipient monitoring of service providers for compliance with the Single Audit Act.
* Assist County Administrator and Board of Commissioners with managing departmental, agency and row office budgets. Review monthly budget reports on departments, agencies and row offices with Financial Analyst and follow up on negative variances.
* Review requests for budget adjustments on a weekly basis before they are submitted to the Chief Clerk for the Board of Commissioners’ Agenda. Determine if a request for a change to a department/agency or row office budget requires a budget adjustment or a supplemental budget appropriation resolution and assist the appropriate department and/or agency with preparing the supplemental budget appropriation resolution.
* Direct and make recommendations to the County Administrator and the Board of Commissioners on the investment of funds in the County’s cash management program.
* Review cash account balances daily in the cash management program with M&T Bank and direct and coordinate with the Treasurer’s and Controller’s Office the investment of funds in accordance with the County’s investment policy.
* Direct, coordinate and supervise the annual preparation of schedules and submit to actuary for updating and issuing a report on the County’s post-employment health care benefit.
* Manage the County’s debt service obligations and direct payments in a timely manner and coordinate with the Treasurer’s and Controller’s Office.
* Attend public meetings and departmental meetings as requested by either the County Administrator or the Board of Commissioners.
* For public capital projects, prepare and present financing options to County Administrator and Board of Commissioners. Assist Bond Counsel with document preparation and review. Prepare for and be the County representative for bond rating calls and reviews.
* Manage professional service contracts with the appointed CPA firm for the County’s Annual Single Audit and manage professional service contracts for annual actuary services for the County’s Workers’ Compensation Program and for the County’s Post-employment Health Care Benefit.
* Assist and coordinate the preparation of the County’s Annual Preliminary and Final Budget for all funds. Initiate and collect financial information from departments, agencies and row offices. Attend and participate in budgetary review and cost reduction meetings with financial team and Board of Commissioners. Review and adjust revenue projections for row office and departmental budgets. Prepare annual budgets for the debt service, capital projects and other special revenue funds. Present options for balancing annual budgets. Prepare annual resolutions for preliminary and final budgets for all funds. Supervise the preparation of preliminary and final budgetary information that is posted to the County’s public website.
* Assist the County Administrator with reviewing corrective action plans (CAPS), if applicable, in connection with the County’s Single Audit and filing the appropriate audit reports with the federal and state agencies.
* Manage and annually prepare the appropriate schedules and file in a timely manner with the annual audit report to Municipal Securities Rulemaking Board.
* Perform other related duties as directed.

**JOB SPECIFICATIONS**

**Education**

* Bachelor’s Degree in Business, Finance or Accounting required
* MBA Degree preferred
* Certified Public Accountant (CPA) preferred

**Experience**

* Seven (7) years of accounting, budgeting and auditing experience
* Five (5) years of public finance experience
* Two (2) years of cash management experience
* Government experience preferred

**The successful candidate will possess knowledge of the following:**

* Accounting/bookkeeping techniques
* Accounting and spreadsheet computer applications
* Purchasing practices and procedures
* Supervisory principles and practices
* Department and county policy and procedures
* Budgeting procedures
* Public Financing and Municipal Securities Rulemaking Board (MSRB)
* Act 10 and Section 1706 of the County Code for permissible investments
* GASB (Government Accounting Standards Board)
* GFOA (Government Finance Officers Association) best practices
* Governmental GAAP (Generally Accepted Principles for Government)
* Single Audit Act
* County Code

**The successful candidate will have the ability to demonstrate the following:**

* Prepare, interpret and explain financial schedules and reports.
* Plan and develop detailed budget recommendations.
* Communicate in oral and written form with internal and external customers.
* Problem solve, analyze issues and create action plans and make recommendations.
* Develop effective relationships with department heads, elected officials, agency directors, staff and the public.
* Work independently under broad organizational guidelines to achieve office objectives.
* Perform the job functions as required, to include long hours sitting and using office equipment and computers.
* Prioritize and schedule workload appropriately to meet deadlines.
* Supervise.
* Inspire trust in others.

**Working Conditions**

Work is performed independently in a usual office setting. Travel to various county facilities is required from time to time. Work is performed with frequent interruptions. Work may require dealing with upset or angry people.

**DISCLAIMER**

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: County Administrator

FLSA STATUS: Exempt

Interested candidates are encouraged to apply via Indeed using the following link:

[Director of Finance: Schuylkill County](https://www.indeed.com/job/director-finance-ef042de3f1584306?_gl=1*1dc8vq2*_gcl_au*MTc5NzE5NjY2OC4xNzE4MDMwODg0*_ga*MjA4NDEyMTczNi4xNjc4ODE1Mzk0*_ga_5KTMMETCF4*MTcyNDg2OTc3MC4xMDUzLjEuMTcyNDg3MTAzMS42MC4wLjA.*_fplc*WEt2VklmUFBKTmJxWU9qcUczc3FidU1Xd1RLOFNzdHl1bmZ1UU5qQjMlMkJBMUxsdlh2UWx3aFl3QTh3SG53YkdYUDNnaVRMTCUyRmpJc0lPc2dyeVlXRnpJazROMlZmQWJ5REVUcFVRSjJLY1JtZzJ1cWpnQ1poVCUyRnlMaElsODFnJTNEJTNE)