



BUSINESS FINANCE MANAGER

Salary: \$70,990.40 - \$95,825.60 Annually

Job Type: Full-Time

Location: Stafford County, VA

GENERAL DEFINITION OF WORK:

The Business Finance Manager performs complex professional and responsible financial administrative work managing the Sheriff's Office Budget and expenditures. This position oversees all financial functions of the Sheriff's office including but not limited to budgets, grants, state compensation, payroll and timekeeping, procurement, finance, asset forfeitures, audits, donations and development of materials for the Board of Supervisors.

ESSENTIAL FUNCTIONS:

- Develops and manages the Sheriff's Office Five Year Financial Plan (FYFP), Capital Improvement Plan (CIP), Annual Budget, budget transfers and personnel budget projections.
- Reviews and analyzes current and proposed budgeted expenditures and budget preparation for the Sheriff's Office.
- Prepares revenue projections, statistical data and fiscal information as required.
- Conducts research and expenditure patterns and recommends financial corrective measures.
- Serves as liaison with the State Compensation Board to maximize salary revenue.
- Supervises accounts payable, accounts receivable, requisition management and review and analysis of expenditures.
- Directs procurement personnel in the research and compilation of contracts, RFPs, RFQs, technical specifications and scopes of work.
- Prepares grant submissions and monitors, tracks and reports on awarded Federal and State grants.
- Functions as Stafford County's account administrator for Grants.gov
- Maintains responsibility for quarterly and annual tracking and audits on asset forfeiture funds and serves as primary point of contact for Sheriff's Office state, county and federal audit processes.
- Works with Division Commanders sharing information, answering questions, and providing guidance concerning the financial needs of the Sheriff's Office.
- Manages credit card reconciliation.
- Oversees timekeeping and payroll verification for 300+ employees.
- Develops materials for Board of Supervisor packages.
- Tracks and manages donations.
- Supervises, mentors and trains subordinate Accounting/Finance and Procurement personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the theories, principles, practices and techniques of municipal accounting, finance and budgeting
- General knowledge of the state laws and local ordinances applicable to budget preparation, approval and administration
- General knowledge of the functions and operations of County organizations
- General knowledge of research techniques, methods and procedures
- Ability to prepare reports and to present and interpret financial and statistical data in clear and concise form
- Ability to analyze and develop budget estimates
- Ability to conduct detailed research and prepare reports and findings
- Ability to plan, supervise and evaluate the work of subordinates
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with officials, associates and the general public

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in finance, accounting, public administration or similar field and 10 years professional experience with at least 5 in finance or accounting preferably within a public sector environment.

SPECIAL REQUIREMENTS:

Applicants must be able to successfully complete polygraph examination, full background investigation to include a criminal history check, physical examination and substance and alcohol testing at the expense of the Sheriff's Office.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, sitting, standing, walking, grasping, and repetitive hand motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.



APPLY