

THE OHIO COUNTY COMMISSION

1500 Chapline Street
215 City County Building
Wheeling, West Virginia
26003



Randy Wharton, President
Don Nickerson
Zachary T. Abraham
Phone: (304) 234-3628
Fax: (304) 234-3827

JOB POSTING

Date Posted: July 22, 2021

Resumes Due: August 20, 2021

Position: Assistant Finance Director

The Ohio County Commission in Wheeling WV is accepting applications from qualified applicants for the position of: **ASSISTANT FINANCE DIRECTOR**. A Bachelor's degree in Accounting or Finance is required, a CPA or advanced degree is preferred. Municipal or fund accounting experience or public accounting experience of governmental units is preferred. Salary will be commensurate with experience. A complete job description can be found at www.ohiocountywv.gov/employment. Interested applicants should email a Letter of Introduction and resume to HR@ohiocountywv.gov, not later than August 20, 2021. Insert Assistant Finance Director in subject line. The Ohio County Commission is an Equal Opportunity Employer.

Assistant Finance Director

The Assistant Finance Director position will primarily focus on the accounting function of the Ohio County Development Authority, a component unit of the County. The Assistant Finance Director will train with the current County Finance Director and will also serve as acting Finance Director in the Director's absence. This position does require attendance at Committee and/or County Commission meetings at various times throughout the year.

This position involves professional level accounting work including, but not limited to, the following:

- Reconciliation of account balances, performance of various operational accounting tasks, and preparation of workpapers to support the fiscal closing processes.
- Tracking and maintenance of property costs and fixed asset schedules; manage leases, in accordance with GASB 87.
- Analysis of accounting records, including financial statements and other financial reports to assess accuracy, completeness, and conformance to the standards.
- Develop and document business processes and accounting policies to maintain general ledger integrity and compliance with U.S. GAAP and keep up with GASB pronouncements.
- Develop systems for the maintenance of financial records, making use of current technologies.
- Work to improve financial procedures and leverage efficiencies.
- Provide support for the annual audit and quarterly compilation services
- Prepare monthly/quarterly financial statements and other financial reports as requested by the Board/Commissioners.
- Prepare, monitor and maintain annual operating and capital budgets consistent with the Organization's goals.
- Train and supervise accounting clerks/staff
- Protect Organization's value by maintaining a high level of confidentiality.
- Execute special projects and other duties as assigned.

The successful candidate must demonstrate thorough knowledge of U.S. GAAP, particularly GASB pronouncements, the ability to develop and refine departmental procedures and policies, and the ability to work well with other operating departments. Must possess the ability to communicate and present ideas effectively, both orally and in writing, and to establish effective working relationships with staff and elected officials of the County.

A Bachelor's Degree in Accounting or Finance is required; CPA, or advanced degree is preferred. Municipal or fund accounting experience or public accounting experience of governmental units is also preferred. Salary is commensurate with experience.