

School Finance Manager

The County of Amelia is accepting applications for a full-time salaried position of School Finance Manager. This person shall be a liaison between the County and the School Superintendent. The successful applicant shall be able to oversee two personnel in the performance of their duties as Accounting Technician and Accounting Manager. They must also be able to perform those same duties. General job functions include, but are not limited to, leadership for all finance, purchasing, procurement and business affairs for the school division. Plans, prepares, directs and coordinate the school division annual budget process. Provide prudent and effective oversight of all school division finances, payroll and accounts. The successful applicant must have and maintain a valid Virginia driver's license. Position salary is in wage band 13 (\$70,000 to \$85,000) and shall be based on qualifications. Interested individuals may obtain an employment application and a detailed job description from the Office of the County Administrator, 16360 Dunn Street Suite 101. This information can also be obtained from the Amelia County website (www.ameliacova.com) under the "jobs" tab. Applications can be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 until 5:00 PM on February 22, 2019. Amelia County is an EOE and maintains a drug free workplace. Drug testing and background check is required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561 3039.

