

RECRUITMENT ANNOUNCEMENT

Director of Financial Management Jefferson County Commission Office

\$81,787-99,170

FULL-TIME w/BENEFITS

QUALIFIED APPLICANTS SHOULD RESPOND TO:

**JEFFERSON COUNTY COMMISSION,
PO BOX 250, 124 E. WASHINGTON STREET,
CHARLES TOWN, WV, 25414**

**Attn: Sandy McDonald, Interim County Administrator
sandy@jeffersoncountywv.org**

Applications/resumes will be accepted until the position is filled.

Statement of Duties: The Director of Financial Management is responsible for coordinating and supervising the County's financial planning (short and long-term), accounting, auditing and capital planning as well as serving as a liaison between the County Commissioners, Assessor, Sheriff's Tax Office, County Clerk and others involved in the fiscal operation of Jefferson County. Employee is required to perform all similar or related duties.

Education and Experience: Bachelor's Degree in Economics, Finance or Accounting; seven to ten (7-10) years related work experience in a municipal setting with at least five (5) years in a supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Experience and knowledge of complying with generally accepted accounting principles (GAAP).

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- o Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- o Life Insurance is provided to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- o A deferred compensation program is available.
- o Mandatory direct deposit is available to any banking institution designated by the employee.

PROBATIONARY PERIOD:

Jefferson County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on

performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:

Jefferson County employees are paid every two (2) weeks. A new employee ordinarily starts work at the rate specified in this announcement. The Jefferson County Commission reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1)

Vacation Accrual

Vacation Leave is a reward for service and offers the employee a break from the daily routine. Vacation time is earned according to the following schedule:

Employment Anniversary	Length of Continuous Service	Mo. Rate of Accrual	Accrued Days	Lifetime Maximum Days
0-5	after 1 mo. -59 th	1.25 days	15	20
5-10	60 th mo. – 119 th	1.5 days	18	23
10-15	120 th mo. – 179 th	1.75 days	21	26
15 plus	180 th mo.	2 days	24	29

SICK LEAVE

Accrual of Sick Leave

- Sick leave is defined as time off with pay because of personal or family illness or injury.

Sick leave is accrued at a rate equivalent to one and a half (1.5) days per month.

EEOC Statement:

Jefferson County, WV is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal or state laws. Hiring decisions based solely on qualifications, merit, and business needs at the time.