

The County of Greene seeks qualified applicants for:

Grants Writer – This position will be responsible for locating public and private grant opportunities; obtaining and analyzing data and other supporting grant application materials; reviewing and adhering to grant solicitation requirements. Assisting with award acceptance, programmatic and fiscal compliance, and other grant administrative functions. Bachelor's degree in English, communications, marketing, business administration, or related field with a minimum of three to five years professional grant writing experience. Starting Salary is \$56,510-\$73,425 depending on qualifications.

County Utility Director – This position will be responsible for performing complex professional and administrative work overseeing water and wastewater operations. Will be responsible for planning, organizing, and overseeing construction of county water and waste water infrastructure and improvements, ensuring compliance with Greene County policies and ordinances, and state and federal regulations. A current Virginia professional engineers license is preferred along with a MBA, MPA or Graduate degree in civil engineering. Starting Salary is \$72,123-\$93,711 depending on qualifications.

Utility Finance Specialist – This position will perform financial analysis, budget development, and financial reporting functions and oversees customer service, billing, collections, and recordkeeping for the county water and sewer enterprise. Bachelor's degree in management, finance, or public administration desired. One to five years financial management desired. Starting Salary is \$48,816-\$63,427 depending on qualifications.

Greene County is a great place to work. We offer a family friendly environment and great benefits. Check out our website to learn more and see the full job descriptions. Applications may be downloaded at www.greenecountyva.gov. Applicants must attach a cover letter and resume to the completed County application. Applications may be e-mailed to lroach@gcva.us or mailed to HR County Administrator's Office, P.O. Box, 358, Stanardsville, VA 22968 by October 25, 2021. Open until filled. EEO, AA, M/F/H/V employer.

Utility Finance Specialist

FLSA Status: *Non-exempt*

General Definition of Work

Under supervision, this position performs financial analysis, budget development, financial reporting functions and oversees customer service, billing, collections, and recordkeeping for the county water and sewer enterprise. Work includes preparation, analysis, and coordination of water and sewer budgets, planning and managing routine monitoring and analysis, periodic reporting, policy implementation, and customer service.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential functions

- Leads preparation of water and sewer operations and maintenance budget and special projects capital budgets.
- Plans and develops reporting for analysis and accountability of operations and projection of future needs.
- Prepares periodic and ad hoc budget reports and related analysis.
- Performs other financial tasks as required such as the year-end financial closing for the water and sewer enterprise.
- Answers phone and responds to utility billing questions and customer complaints.
- Calculates, prepares, and reviews monthly utility billing before processing.
- Coordinates distribution of bills with printing contractor.
- Reviews customer billing to identify and address problem accounts.
- Receives and directs utility service requests and resolves service issues.
- Works with IT Department and software vendor on issues/problems related to utility billing software.
- Prepares a variety of correspondence and reports.

Knowledge, skills, and abilities

General knowledge of budgeting terminology, methods, and procedures; general knowledge of bookkeeping terminology, methods, and procedures; general knowledge of municipal finance and accounting practices and procedures; knowledge of municipal utility service procedures; ability to process financial information and reconcile accounts through mathematical computations with speed and accuracy; ability to express ideas effectively both verbally and in writing; experience with Microsoft office (word, excel) and financial management software packages as desired.

Education and Experience

A Bachelor's degree in management, finance, public administration, or a related field and 1–5 years progressively responsible experience in financial management is required. Experience in budget management to include use of budgeting systems and budget administration in a municipal government setting is preferred. Any equivalent combination of education, training, and experience that provides a required knowledge, skills, and abilities may be considered.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work includes exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).