Washington County Government

Finance Director

Washington County Government is seeking an experienced, motivated, and collaborative accounting or finance professional to serve as **Finance Director**.

This position offers an excellent opportunity for an accounting professional who is ready to take the next step into a broader financial leadership role. The successful candidate will bring a strong foundation in accounting and financial management, sound judgment, initiative, and a willingness to learn and grow within county government.

The Finance Director plays a key role in overseeing the County's financial operations, strengthening internal controls, supporting informed financial decision-making, and ensuring accurate and timely financial reporting.

Position Summary

The Finance Director is responsible for the day-to-day management and operation of the County Finance Office and provides professional financial guidance and support to County leadership and departments.

Key areas of responsibility include accounting and financial reporting, budgeting, payroll and accounts payable oversight, grant accounting, bank and account reconciliations, audit preparation, internal controls, financial analysis, and the development and implementation of sound financial policies and procedures.

The Finance Director works collaboratively with County officials, department heads, employees, auditors, and other stakeholders to promote accurate financial information, accountability, transparency, and consistent financial practices throughout County government.

Essential Responsibilities

Responsibilities include, but are not limited to:

- Manage the day-to-day operations of the County Finance Office.
- Oversee accounting functions and maintain accurate financial records in accordance with applicable accounting standards.
- Coordinate the annual budget process and provide financial information and analysis to support budget development and monitoring.
- Monitor departmental revenues, expenditures, budgets, and overall financial performance.

- Prepare regular financial reports and communicate significant financial matters to County leadership.
- Oversee payroll, accounts payable, cash receipts, general ledger activity, and related accounting processes.
- Ensure timely completion and review of bank and account reconciliations and resolution of outstanding reconciling items.
- Coordinate year-end closing and serve as a primary financial liaison with the County's independent auditors.
- Coordinate the preparation of financial records, schedules, and supporting documentation for the County's annual financial audit and applicable federal or grant-related audits.
- Oversee grant accounting, financial reporting, reimbursement requests, and related financial compliance.
- Develop, document, and maintain appropriate accounting policies, procedures, and internal controls.
- Review financial processes and recommend practical improvements that strengthen accuracy, efficiency, accountability, and segregation of duties.
- Provide financial guidance and support to department heads and staff.
- Supervise, train, and support Finance Office employees.
- Monitor cash flow and assist County leadership with long-term financial planning and other financial matters.
- Work collaboratively with the County Treasurer on matters involving the Treasurer's statutory financial responsibilities.
- Perform other related financial and administrative duties as assigned.

Minimum Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field, **or an equivalent combination of education, training, and relevant professional experience**.

- **Three to five years of progressively responsible experience** in accounting, finance, auditing, or financial management.
- Strong working knowledge of accounting principles, financial reporting, reconciliations, internal controls, budgeting, and financial analysis.
- Strong proficiency with Microsoft Excel and financial/accounting software.
- Strong organizational and analytical skills with attention to accuracy and detail.
- Effective written and verbal communication skills.

- Ability to manage multiple priorities, solve problems, and work collaboratively with individuals across an organization.
- Demonstrated initiative and readiness to assume increased financial and leadership responsibility.
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Preferred Qualifications

The following experience is helpful but **not required**:

- Experience as a senior accountant, accounting manager, assistant controller, controller, or similar accounting or finance professional.
- Governmental, municipal, county, nonprofit, or other fund-accounting experience.
- Knowledge of governmental accounting principles and applicable GASB and GAAP requirements.
- Experience with budgeting, grant accounting, audit preparation, financial reporting, or internal controls.
- Experience supervising employees or providing training, guidance, or direction to accounting staff.
- Experience with TRIO or similar governmental accounting software and QuickBooks.

Candidates with strong accounting experience who have not previously worked in government are encouraged to apply.

Leadership Qualities

The successful candidate will be a professional who:

- Demonstrates integrity, sound judgment, accountability, and professionalism.
- Communicates clearly and respectfully.
- Builds productive working relationships across departments.
- Is comfortable identifying financial or internal-control concerns and recommending practical solutions.
- Is willing to learn governmental accounting requirements and County financial processes.
- Can balance hands-on accounting responsibilities with broader financial management and leadership.
- Takes initiative and follows issues through to resolution.
- Values transparency, accuracy, teamwork, and continuous improvement.
- Is interested in growing professionally and taking on increasing responsibility.
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Compensation and Benefits

Compensation will be commensurate with qualifications and experience. Washington County offers a competitive benefits package.
Wage Range: $64,812.80-$95,000

How to Apply

Interested candidates should submit a completed application, cover letter, and résumé to:

Washington County Government
P.O. Box 297
85 Court Street
Machias, ME 04654

Additional information and application materials are available through the Washington County Maine website.

Washington County Government is an equal opportunity employer