

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



POSITION OPENING

COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

Deputy County Administrator/Finance Director

The County of Aroostook is seeking qualified candidates for the role of Deputy County Administrator/Finance Director. This position serves as an integral part of the management team and serves as acting county administrator in the absence of the administrator. Works with the county administrator through planning, administration and leadership skills to support and advance the vision for county government. Prepares the preliminary annual county budgets – in total of approximately \$10M. Oversees and participates in all collective bargaining negotiations for county government. Oversees all financial components of county government. Provides oversight and supervision to two administrative staff. Works closely with all levels of county government employees, department heads, elected office holders, finance committee and board of county commissioners, as well as government officials from outside agencies. Will be expected to travel up to 25% of the time.

Requirements:

Excellent negotiating, analytical and critical thinking skills as well as problem solving skills. Excellent written and verbal communication skills.

Extensive knowledge of applicable laws and regulations relating to labor relations, finance and payroll. Previous experience and knowledge of generally accepted accounting principles (GAAP).

Experience working in a government and/or non-profit setting. Ability to read, comprehend and analyze complex public laws that govern county government.

Demonstrated experience and competence with accounting and financial reporting.

Working knowledge and experience using Microsoft Office Suite and various accounting and payroll software systems and databases.

Bachelor's degree in public administration, business, finance or other comparable education.

Five to ten years of related work experience.

Must be able to successfully pass a background check.

Salary is negotiable and commensurate with education and experience. The County of Aroostook offers an excellent fringe benefits package that includes Maine Public Employees Retirement System.

The position will remain open until filled. Initial review of the applicants will commence by April 1, 2018.

Qualified applicants may apply by sending a letter of interest, resume and three (3) work related references to:

Aroostook County Commissioners' Office
Attn: Human Resources Department
144 Sweden Street, Ste 1
Caribou, ME 04736
Or email to christina@aroostook.me.us

The County of Aroostook is an Equal Opportunity Employer.