



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT  
JOB VACANCY ANNOUNCEMENT

**POSITION #00081**

<b>WORKING TITLE:</b>	<b>Chief Financial Officer</b>
<b>ROLE TITLE</b>	<b>Financial Services Manager III</b>
<b>PAY BAND:</b>	<b>7</b>
<b>HIRING RANGE</b>	<b>\$115,000.00 - \$145,000.00</b>
<b>UNIT/LOCATION:</b>	<b>Richmond (City) – 760</b>
<b>CLOSING DATE:</b>	<b>FRIDAY, MARCH 10, 2023 AT 11:55PM</b>

**Job Description:**

The Department of Human Resource Management (DHRM), Office of Administration and Finance is seeking a qualified individual to fill the position of Chief Financial Officer. The Office of Administration and Finance is responsible for all accounting, finance and procurement activities for DHRM. The Chief Financial Officer (CFO) serves as a DHRM Executive team member with a critical role in the development and oversight of all agency policies and processes related to strategic financial planning, performance budgeting measures, general accounting, financial reporting and statements, internal controls, budget development and management, procurement of goods and services, facilities coordination and general administration of agency operations. The CFO works in partnership with other state agencies, the DHRM Director and DHRM Office Directors to protect and account for DHRM's and the Commonwealth's financial and people resources. The CFO ensures compliance with all federal and state policies and processes while maximizing the effective use of all financial resources available to DHRM. The CFO is responsible for fostering a culture of innovation and customer focus through collaboration and strategic leadership of a team of 8 full time classified positions. The CFO ensures the DHRM Director and the DHRM Office Directors have timely, reliable financial data by which to manage assigned programs and projects.

DHRM manages financial transactions of approximately \$1.8 Billion in Health Insurance claims and administrative expenditures; approximately \$67 Million in Workers Compensation claims and administrative expenditures; and approximately \$18 Million in Administrative and Support Services provided by DHRM. As the Chief Financial Officer, you will work closely with the Department of Planning and Budget, the Department of Accounts and the Department of General Services. You will interact with third party vendors who perform services for the Commonwealth related to health and wellness programs, workers compensation and the acquisition of professional services and goods. A significant amount of time and focus will be on general accounting, financial reporting, internal controls, appropriations and budgeting. This is a working director who is expected to effectively lead and work alongside staff.

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. This position offers the flexibility of teleworking from a home office up to two days per week.

**Minimum Qualification (s):**

Comprehensive progressive experience managing accounting and budgeting operations for a government entity. Recent experience managing staff performing financial operations. Knowledge of strategic planning principles and practices. Ability to establish program related performance metrics, measures and targets. Knowledge of federal, state or local government budget processes to include budget development, execution and monitoring. Ability to communicate financial concepts and information to persons with varying levels of financial competence. Develop, administer and communicate budget details and positively represent the agency before executive level decision makers. Extensive knowledge of Generally Accepted Accounting Principles and practices. Considerable knowledge of establishing policies and procedures for general accounting, financial reporting, and setting up and monitoring internal controls. Knowledge of financial auditing practices. Demonstrated experience and knowledge working with financial management systems. Familiarity with the Virginia Public Procurement Act and related policies and procedures involved in government procurements. Knowledge of contract management practices. Skills in negotiations and in communication both verbally and in written format that includes data graphing and analysis. Ability to lead and influence others and make sound business decisions in light of changing priorities or financial constraints. Experience in building consensus and resolving enterprise-level issues

across an organization. Experience leading a team and working with a variety of professionals with various technical focuses. High school graduate or equivalent.

**Preferred Qualification (s):**

Graduation from a college or university with a Bachelor's degree in Accounting, Budgeting, Finance or related business area. Certified Public Accountant. Virginia Contracting Associate or Virginia Contracting Officer.

**Special Instructions to Applicants:** State employees who have been affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the closing date for this position. The card may be scanned and attached to the application or faxed to (804) 371-7401. Please include your name and the position number of the fax cover sheet. Reasonable accommodations are available to individuals with disabilities during the application and/or interview processes per the Americans with Disabilities Act. Please call 804-225-2131 for assistance. **The successful applicant will be required to obtain Virginia Contracting Officer certification within one year of employment and complete a Statement of Economic Interest.**

**Commonwealth's Alternate Hiring Process**

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Certified Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800-552-5019.

All applicants are subject to a background investigation. The investigation may include: fingerprint checks (State Police, FBI); local agency checks; employment verification; verification of education (relevant to employment); credit checks; and other checks requested by the hiring authority. AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI ARE ENCOURAGED TO APPLY.

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*"The Department of Human Resource Management is dedicated to recruiting, supporting, and maintaining a competent and diverse work force."*

***Equal Opportunity Employer***

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(804) 225-2131