

August 11, 2021

Virginia Beach is one of America's favorite resort destinations, and to those of us who live here – a true "**Community for a Lifetime.**" We are proud of our diverse economy, highly skilled workforce, low tax rates, great neighborhoods, and highly rated schools. Add to that our gorgeous beaches, diverse shops, and restaurants, as well as our cultural and recreational offerings and you will want to make this your community too.

The City of Virginia Beach has been recognized by many organizations and publications, including "One of the Best Places to Live in America," one of the "Top Five Best Managed Cities in the Nation," and according to the Wall Street Journal – one of the "Best Run Cities in the United States."

Department/Division: **Public Works - Business Center**

Working Title: Finance Officer

Requisition ID: **34709**

Starting Salary: **\$73,736.00 - \$111,779.20**

Starting Salary: **Depending upon Qualifications**

Work Schedule: Monday - Friday **Occasionally, will require working beyond normal hours.**

Application Deadline: Open untill filled

Job Duties:

The Finance Officer provides all aspects of financial oversight for the Department of Public Works, including:

- Preparation of the department's operating and capital improvement budgets across the General Fund, the Waste Management and Storm Water Enterprise Funds, City Garage and Fuels Internal Service Funds, capital improvement funds, and numerous special revenue funds;
- Fiscal responsibilities include forecasting revenues, reconciling to actual collections, projecting rates for cost recovery, sales of revenue bond sales, establishing sustainable CIP financing plans, ensuring compliance with established debt management policies, and management of state and federal funds.
- Coordinating with Public Utilities for billing and collections of solid waste and storm water charges billed on the City Services bill to ensure proper accounting and account for discrepancies.
- Prepares detailed revenue and expenditure financial reports for all aspects of the Departmental general government and proprietary funds;
- Provides oversight of the general ledger and the corresponding accounts receivables;
- Provides reports of budget-to-actuals and makes recommendations for necessary adjustments to account for variances;
- Coordinates statistical and management reporting for Director and Division Managers to support data-driven decision making;
- Provides managerial oversight of three direct reports who perform duties in support of functions including accounting, budget preparation, procurement, and payroll.

This position reports to the Public Works Business Manager, but frequently answers directly to the Director of Public Works. During critical times such as bond sales and budget hearings, the individual in this position may be required to attend meetings with City Council and city leaders to answer questions on behalf of the department. The selected individual will maintain a close working relationship with the City Attorney's Office, Finance Department, Budget/Management Services Department, as well as Public Utilities related to billing and revenue collection.

Applicant's past work experience should demonstrate knowledge of enterprise accounting and public administration; knowledge of the function and organization of a municipal public works operation, including operational and capital improvement aspects; knowledge of municipal bonded debt administration; skill in reviewing and interpreting financial; skill in preparing detailed financial reports; skill in administering financial policy in accordance with ordinances; skill in effective interpersonal relationships, customer relations, and supervision; the ability to prepare and present detailed financial and records and technical reports records and explaining them to management and other stakeholders; the ability to communicate effectively both orally and in writing; and the ability to effectively communicate in public.

This posting will be Open-Until-Filled; however, *a first review of candidate submissions will be completed by 8/24/21*. Applications submitted on/after that date will only be considered if the candidate pool needs to be expanded.

Official City Job Description:

https://www.vbgov.com/government/departments/human-resources/employment-VBGOV/Job%20Descriptions/Finance_Officer_Public_Uilities_02733.pdf

Minimum Requirements:

MINIMUMS:

Requires any combination of education (above the high school level) and/or experience equivalent to nine (9) years in business administration or accounting, utilizing the required knowledge, skills, and abilities.

Please come join our team; if you're interested in a challenging career working with a dedicated team of professionals serving the city that consistently ranks as one of the best places to live, visit the City of Virginia Beach employment site at <https://www.vbgov.com/employment>.

For a full job description and application instructions, please visit www.vbgovcareers.com and search for Requisition #34709. **EOE.**