



Arlington County COMPTROLLER

SALARY	\$117,748.80 - \$229,486.40 Annually	LOCATION	Arlington, VA
JOB TYPE	Full-Time Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	0441-24A-DMF-BL	DEPARTMENT	Department of Management and Finance
DIVISION	DMF Accounting and Audit	OPENING DATE	10/27/2023
CLOSING DATE	Continuous		

Position Information

Arlington County's [Department of Management and Finance \(DMF\)](#) is seeking an experienced and innovative Comptroller to provide leadership in accounting processes and policies, financial analysis, financial reporting, accounts payable and accounts receivable. The County Comptroller operates within a large (over \$1.5 billion), complex, decentralized financial environment and is responsible for assuring the integrity of the County's financial systems, and for safeguarding all monetary and other County assets.

Specific duties include:

- Coordinating the work of the County's external auditors, and state and federal authorities in their analyses of the County's finances, financial management systems, and in the preparation of the County's Annual Comprehensive Financial Report (ACFR) and report to the Auditor of Public Accounts (APA) of the Commonwealth of Virginia;
- Planning, directing and organizing the operations of the Accounting Division which includes Accounts Payable and Miscellaneous Accounts Receivable, proactively addressing and responding to the needs of the user departments, and redesigning processes and systems to better support them;
- Assuring that the Accounting Division provides accurate and timely financial information about the County's overall financial status, as well as the financial status of individual programs, to the public, the County Board, County management, County staff, as well as to other interested organizations, such as the bond rating agencies;
- Identifying gaps in financial controls or inefficiencies in financial business processes, and then helping the organization engineer innovative and streamlined improvements;
- Assessing training and educational needs of financial management staff across the County, and leading the development and delivery of appropriate financial management training; and
- Developing relationships and working closely with key County partners, such as the Treasurer, and DMF partners in budget and procurement.

The ideal candidate will embrace opportunities to enhance transparency, take the initiative to collaborate with staff and external auditors and evaluate current financial management tools, policies, controls, and processes. This financial manager will also identify avenues for implementing best accounting or financial management practices, promote long-term and strategic thinking to manage risks to financial condition, develop an integrated approach to succession management to promote employee growth, development and retention, and leverage technology to create new opportunities. The ideal candidate will also be able to assess complex and competing financial priorities and provide thoughtful, wholistic solutions. While the Comptroller performs in a critical oversight role, the candidate must also be sensitive to the County's needs to

efficiently and effectively deliver services to the public.

County Overview

Arlington is one of 48 counties in the United States to be awarded a triple AAA bond rating. These ratings were confirmed in May 2023, with the rating agencies citing the County's conservative financial management, sizable and affluent tax base, controlled expenditure growth and moderate debt burden.

Arlington County was the first county in the United States to choose by referendum the Professional County Manager form of government in 1932. The legislative and policy-making body of the County is the five-member County Board whose members are elected at-large for staggered four-year terms. The County Board appoints the County Manager who serves as the chief executive and administrative officer. The County Manager serves at the direction of the Board, implements the Board's policies, directs business and administrative procedures and appoints department directors. The County Board also appoints the Clerk of the Board, the County Auditor and the County Attorney. In addition, there is a close working relationship with Arlington's school system which is funded through the County Board. For more information about the County, please click [here](#).

Selection Criteria

Minimum:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field.
- Certified Public Accountant (CPA) license.
- Significant experience in the following:
 - Working knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Governmental Accounting Standards Board (GASB) and Financial Accounts Standards Board (FASB) pronouncements; and
 - Managing a unit/section in public accounting or a governmental agency, auditing not-for-profit organization or in state or local government;

Substitution: Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.

Desirable: Preference will be given to applicants with one or more of the following:

- Developing effective working relationships and partnerships with personnel from many different disciplines and at many different levels including: County executives, elected officials, appointed committees, regional counterparts and staff;
- Leading teams and collaborating with other departments to include identifying strengths or weaknesses of financial operations and proactively addressing issues and recommending solutions;
- Communicating controversial, complex financial concepts and data, either orally or via clear written documentation to a diverse population such as: staff, executive leadership in the County, the community, the media, and the County Board;
- Using leadership knowledge to provide informed opinions, expertise and innovation with a demonstrated record of accomplishment in the finance and accounting industry and a record of excellence in the financial community;
- Deploying innovative uses of technology to advance and improve the work of the Division; and
- Experience with implementing or upgrading financial management systems.

Special Requirements

Interested candidates should include a letter of application that describes how their experience and qualifications meet the position requirements. Please use the space provided in the Supplemental Questionnaire section or attach your letter to your on-line application. Resumes may also be attached.

Completion of the Commonwealth of Virginia Statement of Economic Interest form will be required of the successful candidate upon hire and annually thereafter.

Additional Information

Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with some flexibility. The official work location is 2100 Clarendon Blvd, Arlington VA. The majority of the work for this position will be done remotely with occasional on-site requirements for meetings at County facilities.

Note: This recruitment is open until the position is filled with a preferred filing date of **November 27, 2023**. Applications submitted by this date will receive first consideration. Interested applicants are encouraged to submit their applications as soon as possible. Qualified applicants in this first group will be referred to the hiring manager and interviews will be conducted on a regular basis throughout the recruitment with candidates whose qualifications best fit our needs. Applications received after **November 27, 2023** may be considered if a hire is not made from applicants received by the preferred filing date. The application process will close when the position has been filled or when enough qualified applications have been received.

Starting salary will depend upon the qualifications and experience of the candidate selected and is negotiable. This position is in the Arlington County Government's Senior Management Accountability Program (SMAP), in which Senior Program Managers are evaluated and compensated based on a performance agreement linked to the County's Management plan, and results achieved, among other criteria. For more information on Arlington's family friendly benefits, click [here](#).

Your responses to the supplemental questionnaire are considered part of the selection (or application) process and are required for this position. Please do not give "see resume" as a response to the questions. Incomplete applications will not be considered.

#LI-Hybrid

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to enter your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination process for this position may include: (1) training and experience evaluation; (2) written and oral examination; (3) personal interview; (4) performance test/work sample; and/or (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or email pers@arlingtonva.us.

Agency

Arlington County

Address

2100 Clarendon Blvd, Suite 511

Arlington, Virginia, 22201

Phone

703-228-3500

Website

<https://careers.arlingtonva.us/>

COMPROLLER Supplemental Questionnaire

*QUESTION 1

Please use the space provided in the Supplemental Questionnaire section or attach your letter to your on-line application to describe how your experience and qualifications meet the requirements of the position.

*QUESTION 2

Are you a Certified Public Accountant (CPA)?

Yes

No

* Required Question