

ASSISTANT DEPUTY TREASURER FOR ACCOUNTING  
AND TREASURY MANAGEMENT

Office of the Treasurer  
Arlington County, Virginia

Salary Range: \$78,416.00 - \$119,724.80 Annually

Closing Date: Continuous until filled

An Equal Opportunity Employer/Reasonable Accommodation upon Request

Work Location: 2100 Clarendon Blvd., Arlington \*METRO-accessible\*

**POSITION INFORMATION**

The Arlington County Treasurer's Office is seeking an experienced Assistant Deputy Treasurer for Accounting and Treasury Management to provide integrated and comprehensive financial advice and assistance to management using accounting and fund control systems.

Major duties include:

- Forecasting cash requirements, scheduling expenditures, managing short-term investments and analyzing trends.
- Managing staff by communicating job expectations; planning, monitoring, and appraising job results; coaching and counseling employees; and developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Understanding and communicating financial policies and programs that involve integrated accounting, budget, and management analysis.
- Researching complex fiscal issues and briefing the Treasurer and Deputy Treasurers on findings and recommendations.
- Developing and presenting reports to the Treasurer on the activities of the division.
- Writing and maintaining operational procedures manuals.
- Providing technical assistance and review for cash management and other financial issues.
- Acting as Liaison with external and State auditors.

**Treasurer's Office Organization Unit Overview**

The Accounting and Treasury Management Division is responsible for the safeguarding and management of, and the accounting for, all County

revenues and County financial assets (cash and investments). The Division consists of nine professional-level positions in addition to the Deputy Treasurer.

The Division provides the following services:

- Provides accounting and analysis support to the Treasurer and the other divisions within the Office of the Treasurer.
- Participates in the preparation of the County's Comprehensive Annual Financial Report (CAFR), and in the conduct of the County's independent audit and State audit.
- Responds to inquiries from elected and appointed officials, citizens, taxpayers and other interested parties.
- Prepares and presents reports to the County's Finance Board.

The ideal candidate has the following experience:

- Reading, writing, comprehending and reviewing complex legal and technical materials, professional reports, proposals, procedures, policies, recommendations, etc.
- Preparing and analyzing reports in order to recommend policies and procedures.
- Resolving complaints and speaking in public.
- Developing cash handling and related internal controls policies and procedures.
- Working directly with internal and external customers, explaining policies, regulations and / or tax regulations.

In the context of this job description, the word "County" encompasses the general government, the School Division and any sub-units established by Arlington County Government.

### **SELECTION CRITERIA**

**Minimums:** Bachelor's degree in Public/Business Administration, Accounting, or a closely related field. Plus three years of progressively responsible fiscal experience that includes activities such as budget preparation, treasury management, expenditure accounting, and tracking.

**Preference:** CPA or CPA candidate strongly preferred.

**Substitution:** A Master's Degree in Public/Business Administration, Accounting, or a closely related field may substitute for up to one year of experience.

## **SPECIAL REQUIREMENTS**

Interested candidates should apply online at <https://careers.arlingtonva.us/>. Click on Apply Now, and scroll down to Treasurer's Office, Assistant Deputy for Accounting and Treasury Management. Include a resume and letter of application that describes how your experience and qualifications meet the position requirements.

In your letter of application please be sure to describe your experience in the following:

- Expenditure accounting and tracking.
- Treasury management.
- Staff management and development.
- Budget preparations.

## **ADDITIONAL INFORMATION**

**Work Hours:** Monday through Friday 8:00 am to 5:00 pm.

A pre-hire background check will be conducted on all candidates who are selected for employment. It may include checks of the following: criminal record, driving record, education, professional licensure, and credit history. You may be required to sign a release authorizing the County to obtain your background information.

Competitive benefits and salary commensurate with education and experience. Salary range \$78,416.00 - \$119,724.80 annually.

The official title for this position is Financial Analyst II.

**This recruitment is open until the position is filled. Applications will be screened on a continuous basis.** Applicants are encouraged to submit applications as soon as possible. Interviews will be conducted on a regular basis throughout the recruitment with candidates whose qualifications best fit our needs. The application process will close when the position has been filled or when a sufficient number of qualified applications have been received.

**TREASURER'S OFFICE, ASSISTANT DEPUTY TREASURER FOR ACCOUNTING AND  
TREASURY MANAGEMENT Supplemental Questionnaire**

1. Please include your resume and a cover letter that describes how your experience and qualifications meet the position requirements. Be sure to describe your experience in the following:
  - Expenditure, accounting and budget tracking;
  - Treasury management;
  - Staff management and development; and
  - Financial systems.
- \* 2. Please indicate below if you are a CPA. If you are working towards your CPA, what is your expected completion date? (If you are not a CPA and are not currently working towards your CPA, please indicate that below.)
- \* 3. What have you done to continually grow in your professional career with training, education, and/or service?
- \* 4. Detail is critical in our industry. What do you feel makes you a detail-oriented person, and why?
- \* Required Question