



**VACANCY ANNOUNCEMENT**  
**ASSISTANT DIRECTOR OF FINANCE**  
**Hiring Salary Range: \$72,200 to \$90,000 DOQ**

The City of Fredericksburg is seeking an Assistant Director of Finance to assist in the management of the Finance Department. The primary duty of this position is to ensure financial information is recorded according to Generally Accepted Accounting Principles for the preparation of the Comprehensive Annual Financial Report. This position performs complex and professional financial work in the areas of utility billing, accounts payable, payroll, purchasing, accounts receivable, fixed assets, debt management, and financial reporting and analysis. The position requires excellent analytical skills and thorough knowledge of principles related to governmental accounting.

Prior experience in a Virginia local government, authority, or commission is strongly preferred. A Bachelor's degree in accounting, finance, business administration, or a related discipline is required. The City is currently transitioning from Bright and Associates to Tyler/Munis. Prior experience in these financial systems is a plus.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on **09/18/2020**. Priority will be given to applications received by **08/21/2020**.

Come be part of a knowledgeable and energetic organization committed to excellence in serving a thriving and growing community and the commitment to [City's Core Values](#). In addition to offering a great work team and excellent salary, the City of Fredericksburg provides a generous benefits package.

Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: [www.fredericksburgva.gov](http://www.fredericksburgva.gov)

City of Fredericksburg  
Human Resources Department  
715 Princess Anne Street, Room 217  
P. O. Box 7447  
Fredericksburg, VA 22404-7447  
[HR@fredericksburgva.gov](mailto:HR@fredericksburgva.gov)

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