



TOWN OF DUMFRIES
CHIEF FINANCIAL OFFICER
\$125,000 - \$160,000

FLSA Status: EXEMPT
Essential

GENERAL DESCRIPTION

The Chief Financial Officer (CFO) serves under the administrative direction of the Town Manager (TM). The CFO is responsible for planning, organizing, and directing budgeting, accounting, auditing, payroll, and financial reporting functions of the town. The position is responsible for the management and operations of direct work in one or more divisions of the Town's Finance and Treasury Departments and serves as the financial advisor to the Town Manager, and Town Council regarding financial planning, as well as forecasting and comprehensive financial management. This position also ensures the effective systems of internal controls to safeguard and ensure effective and efficient use of City resources.

ESSENTIAL FUNCTIONS

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Plan, direct, supervise and carry out activities related to the financial management, treasury, procurement, and accounting functions of the Town and perform the statutory duties of a CFO.
- Assist the Town Manager in planning and administering the financial affairs of the Town in accordance with Town policy.
- Develop and implement policies, procedures, and practices to ensure financial transactions are handled timely and appropriately to promote internal controls.
- Establish and maintain internal controls that provide cost effective assurance of Town funds are safeguarded and handled appropriately.
- Make recommendations concerning investments and use of available funds.
- Advise/ assist Town Manager, staff, and committees in preparation of all budgets.
- Prepare budget for presentation and approval.
- Periodically review and report on budget compliance and discrepancies to the Town Manager.
- Prepare financial and operating reports for TM and Council and present them on a timely basis.
- Safeguard financial assets of the Town in conjunction with Town Manager; maintain care and custody of funds, accounting records and documents.
- Provide oversight to the Town's financial reporting system and ensure that the Comprehensive Annual Financial Report (CAFR) is prepared timely and in accordance with all applicable regulatory requirements (e.g., Generally Accepted Accounting Principles (GAAP)).
- Oversee, review, and approve the preparation of monthly, quarterly, and ad hoc financial reports and ensure reports are published on-line.
- Monitor and review relevant federal and state laws and regulatory changes; develop, recommend, and implement needed changes to current accounting and auditing practices, policies, and procedures to ensure compliance with accounting standards and financial reporting requirements, including regulations pertaining to public funds and Governmental Accounting Standards Board (GASB) pronouncements.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Dumfries, Virginia

- Act as signing officer in the absence of the Town Treasurer.
- Ensure appropriate insurance and other protections are in place and are maintained appropriately to adequately protect the Town and all its assets.
- Develop, maintain, and strive to improve systems, procedures, reports, and forms related to fiscal management.
- Maintain good working relations with representatives of government agencies and agencies, staff, members of Council, other municipalities and organizations, and the public.
- Responsible for enforcement proceedings in case of delinquent taxes owed to the Town.
- Deal with the public in an effective and courteous manner and explain and interpret and ensure that all inquiries and complaints are handled quickly and courteously.
- Recruit, train, supervise, and evaluate department staff.
- Carry out such other duties and responsibilities as may be assigned from time to time.

MINIMUM EDUCATION AND EXPERIENCE

- Master's degree in finance or accounting or related field from an accredited college or university.
- Five (5) years of increasingly responsible senior finance management experience in a municipality or other government environment.
- Bachelor's degree in Public or Business Administration, Finance, Accounting or in a field related to the position.
- An equivalent combination of training and experience (approved by the Town Manager) may be used to meet the minimum qualifications of the position.
- Certified Public Accountant/Certified Internal Auditor or other professional designations preferred.

PHYSICAL REQUIREMENTS

Position reports daily to the main headquarters for the Town of Dumfries, VA. The CFO will attend council meetings. Individual will produce reports using excel and have expertise in other financial software. The selected individual will analyze reports and make financial recommendations to the Town Manager based on the analysis. This position will effectively use computer equipment, using the Microsoft Suite of applications and use email, telephone, scanners, fax machines, and other pertinent office equipment.

MISCELLANEOUS REQUIREMENTS

Must pass a Financial, Criminal Background Check and be bondable.

APPLICATIONS

APPLICANTS MUST COMPLETE AN EMPLOYMENT APPLICATION LINK PROVIDED:

[Microsoft Word - Dumfries Employment Application \(revize.com\)](#)

INQUIRIES REGARDING THIS POSTING

Hill-Christian Consulting, LLC is facilitating this search on behalf of the Town Manager. Please forward inquiries directly to Sheila Hill-Christian at Sheila@hillchristianconsulting.com or call 1(833)787-8723.