



## The Virginia Department of Human Resource Management is seeking a Chief Financial Officer

### ABOUT THE ORGANIZATION

The Virginia Department of Human Resource Management (DHRM) is the central human resource agency for the Commonwealth of Virginia. We make people our business, strive to be a recognized leader, and trusted partner in bringing forth best practices to attract, develop and retain the Commonwealth's workforce.

DHRM is responsible for the establishment of the Commonwealth's job classification structure; base and non-base compensation programs; a variety of benefits programs that cover current and retired state employees, as well as some local government employees; employee-management relations; performance management programs that include establishing standards for employee conduct grounded in civility in the workplace; talent acquisition and retention; and employee training and development.

DHRM is responsible for introducing technology and system solutions for the management of people-related data and processes. Equal employment opportunity remains a top priority with an expanded focus on diversity, equity and inclusion within the workplace.

### ABOUT THE POSITION

The Chief Financial Officer (CFO) serves as a DHRM Executive team member with a critical role in the development and oversight of all agency policies and processes related to **strategic financial planning, performance budgeting measures, general accounting, financial reporting and statements, internal controls, budget development, execution and monitoring, procurement of goods and services, facilities coordination** and **general administration** of agency operations.

The CFO works in partnership with other state agencies, the DHRM Director and DHRM Office Directors to protect and account for DHRM's and the Commonwealth's financial and people resources. The CFO ensures compliance with all federal and state policies and processes while maximizing the effective use of all financial resources available to DHRM. The CFO is responsible for fostering a culture of innovation and customer focus through collaboration and strategic leadership of a team of 6 full time classified positions and one part time wage position. The CFO ensures the DHRM Director and the DHRM Office Directors have timely, reliable financial data by which to manage assigned programs and projects.

## WORK YOU'LL DO

DHRM manages financial transactions of approximately \$1.8 Billion in Health Insurance claims and administrative expenditures; approximately \$67 Million in Workers Compensation claims and administrative expenditures; and approximately \$18 Million in Administrative and Support Services provided by DHRM.

As the Chief Financial Officer, you will work closely with the Department of Planning and Budget, the Department of Accounts and the Department of General Services. You will interact with third party vendors who perform services for the Commonwealth related to health and wellness programs, workers compensation and the acquisition of professional services and goods. A significant amount of time and focus will be on general accounting, financial reporting, internal controls, appropriations and budgeting.

In the coming year, the CFO and team will be involved in expanding agency use of the Commonwealth's Financial and Human Capital Management System, Cardinal, and you will also take a lead role in preparing the agency for relocation to a new office facility. Internal process improvements will be a key focus area for the entire team.



## MINIMUM QUALIFICATIONS

- Knowledge of strategic planning principles and practices.
- Ability to establish program related performance metrics, measures and targets.
- Knowledge of federal, state or local government budget processes to include budget development, execution and monitoring.
- Ability to communicate, both orally and in writing, financial concepts and information to persons with varying levels of financial competence.
- Extensive knowledge of GAAP; the VA Public Procurement Act and contract management practices.
- Knowledge of internal financial controls.
- Comprehensive progressive experience managing accounting operations for a government entity.
- Recent experience managing staff performing financial operations.
- Graduation from a college or university with major in Accounting, Finance or related business area.
- Virginia Contracting Officer.

## PREFERRED QUALIFICATIONS

- Certified Public Accountant or advanced studies, degree or certification in Accounting, Finance or related business area.
- Knowledge and application of current and emerging technologies, strategies and processes used to optimize the efficiency and effectiveness of a business.
- Demonstrated experience being an agent of organizational change.

### DHRM Values

**Excellence \* Teamwork \* Honor \* Innovation \* Customer Focus \* Stewardship**

## **PAY AND BENEFITS**

The hiring range for the position is **\$90,000 - \$125,000** dependent upon the candidate's education and experience. As a classified employee, you will be provided with paid time off that includes 12 holidays, annual leave, sick and personal leave. Other leave may be available based on eligibility and includes parental leave, military leave, civil and work related leave and school assistance and volunteer service leave. You will participate in the Virginia Retirement System, have access to medical, dental, vision and hearing insurance, along with prescription drug coverage. An employee assistance program is available, as are flexible spending accounts, premium rewards and wellness programs. Group life and optional life insurance is also available. Employment may qualify you to receive student loan forgiveness through the Public Service Loan Forgiveness Program.

## **CULTURE**

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. This position offers the flexibility of teleworking from a home office when possible.

## **CORPORATE CITIZENSHIP**

The Commonwealth is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our customers, our people and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, volunteerism, and leadership to help drive positive social impact in our communities.

This position is located in downtown Richmond, Virginia; making participation in many state sponsored events within walking distance. Many exciting social opportunities are available to state employees. Employees are also encourage to participate in the Commonwealth's workplace giving campaign which provides financial assistance and other donations of time and goods to over 1,000 charities.

## **APPLICATION AND SELECTION PROCESS**

The position will close on September 30, 2020. To be considered, please submit a state employment application or resume online at <http://virginiajobs.peopleadmin.com/postings/196421>. A hiring committee will review all applications received and select candidates who most closely meet the established criteria for interviews. Candidates will be subject to a fingerprint based background check and employment references will be requested.

DHRM is an Equal Opportunity Employer. Reasonable accommodations are available during the application and interview process for individuals with disabilities. Americorps, Peace Corps and other national service alumni are encouraged to apply. DHRM is a Virginia Values Veterans Certified agency.



### **HR Contact Information**

DHRM Main Phone Line: 804-225-2131

Hiring Manager: Emily S. Elliott, DHRM Director

An Employee Work Profile is available upon request