Debt Manager

Department/Agency of position:
City of Chesapeake Finance Department

Location of position:
Chesapeake, VA

Wage/Salary:
$67,598 – $89,568 (midpoint)

Job Description:
Chesapeake, Virginia (located in the heart of Coastal Virginia's Hampton Roads region, population ~ 244,000, rich in history and strong in natural beauty) is seeking an experienced Debt Manager to plan, direct, manage and oversee the debt management activities of the City, including development and monitoring of debt portfolio and policies for compliance. The City's GO Bonds are currently rated AAA/AAA/Aa2.

The Debt Manager provides central coordination of all City debt (including Schools and certain component units), including general obligation, revenue, and tax increment financing district improvement bonds, commercial paper, loans and other lines of credit facilities.

The Debt Manager interacts with internal and external sources related to bond offerings – including the City Attorney's Office and bond counsel in the development of legal documents; the City's Financial Advisors on analysis and development of economic and financial information; and underwriters on the preparation of official statements and the pricing and sale of bonds. The Debt Manager also collaborates with the Budget Department and others on various financial projects and debt service budgets.

The Debt Manager plans and manages bond sales and refundings – including the preparation of official statements, creating timelines, reviewing legal documents, collaborating on rating agency presentations, and review of closing documents. Additional responsibilities include timely continuing disclosure and monitoring post issuance bond compliance. The Debt Manager also participates in preparation of debt related sections of the Comprehensive Annual Financial Report, including audit workpaper review.

Applicants should possess a bachelor's degree in Business Administration or a related field and have six years of relevant experience. Most important is related professional experience. Master's degree and/or CPA is desirable.

Apply for Job:
www.jobs.cityofchesapeake.net