



## CITY OF COLONIAL HEIGHTS, VIRGINIA

### Director of Finance

The City of Colonial Heights is seeking a highly professional Director of Finance to provide overall direction and leadership of the City's financial operations.

**Salary Range: \$83,640 - \$144,006; Negotiable (Anticipate hiring well above the pay range minimum).**

The Director of Finance, which reports to the City Manager, directs, manages, and oversees the staff and the functions of the Finance Department, to include Accounting, Payroll, Purchasing, Risk Management, Utility Billing, Real Estate Assessment, and Billing and Collections. This position will also assist the City Manager with the development and implementation of financial matters, including budget preparations and controls, financial reports and statement preparations, and strategic planning. Prepares revenue estimates and coordinates budget preparation and review; oversees the preparation of fiscal statements and accounting systems, and coordinates annual audit procedures and financial reports.

**EXAMPLES OF DUTIES:** Directs, supervises, and evaluates Finance Department staff; assists the City Manager with the development and implementation of financial matters, including budget preparations and controls, financial reports and statement preparations, and strategic planning. Prepares revenue estimates and coordinates budget preparation and review. Coordinates the issuance of bonds, bond rating agency presentations, and official statements concerning the amount of debt capacity. Oversees the preparation of fiscal statements and accounting systems and coordinates annual audit procedures and financial reports. Establishes and maintains citywide accounting and reporting systems pursuant to Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) standards. Provides financial oversight for all departments; and oversees financial administration of grants and grant-funded programs. Appraises operating results in terms of costs, budgets, operating policies and procedures, and makes appropriate change recommendations. Invests City funds, analyzes the City's existing debt structure, and projects future financing needs and options for funding those needs. Establishes and monitors short and long-term financial goals of the City, including the City's enterprise operations; and recommends financial policies and procedures. Drafts and proposes financial accounting policies and practices to manage the City's financial risks by researching, analyzing, and implementing accepted governmental accounting policies and procedures. Coordinates procurement activities, reviews and approves City purchases, and addresses citizen inquiries.

#### **EDUCATION & EXPERIENCE:**

- Bachelor's Degree and over 10-years directly related supervisory experience, or Master's Degree and over 5-years directly related supervisory experience, or any equivalent combination of education and experience.
- Certified Public Accountant (CPA) is desirable.

Must possess comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), and of general laws and administrative policies governing municipal financial practices and procedures, and have comprehensive knowledge of the principles and practices of governmental accounting, budget preparation and account reconciliation. Must have strong leadership, managerial, communication (oral and written), and presentation skills and a clear and open communication style. Must have strong quantitative and analytical skills; the ability to prepare informative financial reports; the ability to plan, organize, direct and evaluate the work of subordinate staff; and the ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records. Needs the ability to build strong working relationships within and across departments, with the City's Management team, the Mayor and City Council, and other City officials.

Visit the City's web site at [www.colonialheightsva.gov](http://www.colonialheightsva.gov) to apply online. A City of Colonial Heights employment application must be submitted **by 5:00 p.m. (EST) on Friday, January 21, 2022.** EEO.