



## **DIRECTOR OF FINANCE TOWN OF ASHLAND**

Full-time position. The Director of Finance will have high expectations of himself/herself and other staff, pay attention to detail after listening and understanding the big picture, and will take care of day-to-day issues before they are referred to the Town Manager. The ideal candidate will bring a strategic perspective, be able to see beyond the immediate pressures, and stay focused on the important long-term objectives. He/she will be calm under pressure, responsive but not reactive, and provide thoughtful, creative alternatives. The Finance Director will be an excellent communicator who is also a good listener, serve as a sounding board for the Town Manager and fellow department heads, and be strong enough to provide fresh alternatives regardless of their popularity. He/she will spend time getting to know the operational functions of the office and identifying areas of improvement with potential solutions. The ideal candidate will be ethical, approachable, trustworthy, apolitical, and committed to public service. He/she will be adaptable to changing needs, build partnerships and collaboration across agencies and organizations that have similar objectives, while seeking to enhance the Town's ability to meet community needs. The ideal candidate will be someone who has successfully held similar positions with a record of showing fairness as well as patience, humility, and a sense of humor while working with customers. Specific duties include: planning and organization of the Town's finances including management of the general ledger, payroll processing, accounts payable, accounts receivable, revenue trending, municipal tax billing, administration and collection, audit management, budget development, and all aspects of financial reporting. **It is critically important that applicants understand this position does most of the hands-on finance and accounting work for the office; from running payroll, account reconciliation, and journal entry production all the way to budget preparation and developing strategic investment of idle funds.** This position is supported by a strong customer service team, supportive colleagues, and an experienced accounting consultant. Minimum qualifications: Bachelor's degree with 5-10 years' experience in accounting. CPA required. Master's degree, local government, and supervisory experience preferred. Familiarity with Tyler-Munis software is a plus. The Town has been a Richmond Times Dispatch Best Workplace for eight consecutive years and offers excellent benefits, including paid vacation and sick leave, life insurance, paid retirement and other benefits. Starting salary range: \$105,000 – \$120,000 annually. Complete job description and application forms are available at the Ashland Municipal Building, 121 Thompson Street, P. O. Box 1600, Ashland, VA 23005, or by calling (804) 798-9219. Application is also available online at [www.ashlandva.gov](http://www.ashlandva.gov) Equal Opportunity Employer. Drug Free Workplace. Deadline for applications: Open until filled with first review on 05/23/23.