



# Virginia Peninsula Regional Jail

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## FINANCE DIRECTOR

Expected hiring range \$70,220 - \$80,342

The Virginia Peninsula Regional Jail is seeking an experienced leader to fill the position of Finance Director. This is a professional civilian position that serves under the direct supervision of the Superintendent and oversees the daily financial administration of the Jail. This position is also responsible for effective operation of the facility's finance department and provides functional direction and leadership to the finance staff of VPRJ. The ideal candidate will possess an inclusive and team-driven approach to management, with an interest in developing and coaching staff and building collaborative relationships.

### **Responsibilities:**

- Direct oversight of VPRJ's central financial records and related system of internal controls, accounts payable, payroll process, preparation of the Annual Comprehensive Financial Report and other financial reports and assist with external audit of the Jail's financial records.
- Assists the Superintendent in providing formulation of long-term financial and capital plans that identifies changes in service levels, capital movements, debt issuances and tax rate/user fee revenue adjustments.
- Establishment and revision of financial and administrative policies.
- Specific projects assigned by the Superintendent.
- Budget preparation and forecasting of economic trends and impacts
- Supervision of the finance clerks.
- Maintain and review expenditures, capital assets and general ledger including revenue and expenditure reconciliation.
- Assist in maintaining compliance with service agreement.
- Ensures debt payments are made in accordance with appropriate schedules.
- Prepare and present reports to the Board.
- Performs related human resources functions and completing necessary paperwork as required.

### **Requirements:**

Minimum of five (5) years related experience, preferably in local government and public finance administration. Experience must include knowledge of governmental accounting and financial controls. Experience in payroll, budgeting, accounts payable, financial reporting, debt management, data processing, forecasting and local government financial administration is desirable. Emphasis for candidate consideration on finance/accounting education and certification.

Benefits include Virginia Retirement System; Health & Dental Insurance; Flexible Leave Plan; Paid Holidays

Applications and complete job description available online [www.vprj.net](http://www.vprj.net) or contact [Captain Sammy K. Kanda Jr. Director of Human Resources, 9320 Merrimac Trail, Williamsburg, VA 23185.](mailto:CaptainSammyK.Kanda@vprj.net)  
[skanda@vprj.net](mailto:skanda@vprj.net) or [recruitment@vprj.net](mailto:recruitment@vprj.net).

**Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

The Virginia Peninsula Regional Jail is an Equal Opportunity Employer.