

## DEBT MANAGER

### Recruitment #23-133-0131

**Date Opened** 9/9/2022 08:00:00 AM

**Closing Date** 10/7/2022 11:59:00 PM

**Salary Range** \$80,841.29-\$145,514.33

**Department** DEPARTMENT OF FINANCE AND BUDGET

**Job Type** Open and Competitive

**Full/Part-Time** Full-Time

**Benefits** Full Benefits

**Reg/Temp** Regular

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#### Introduction

Loudoun County, Virginia, is located approximately 35 miles outside Washington, DC. Loudoun County plays a key role in the Northern Virginia region and participates in regional undertakings including those related to transportation/transit and road infrastructure, and priority service areas within the County including parks, mental health, public safety, and economic development. Recognized as one of the fastest growing counties in the entire United States, Loudoun boasts a thrilling and diverse local economy that will continue to expand as the Metrorail Silver Line opens three new stations within the County in the coming months. The County's General Fund budget totals \$3 billion for FY 2023, the six-year Capital Improvement Program totals \$3 billion, and the County's outstanding debt totals \$1.8 billion.

#### Job Description

The Department of Finance and Budget (DFB) is seeking a detail-oriented, innovative, and collaborative individual to lead a team of two analysts and manage the Debt Management and Administration function within the Capital Budget and Long-Range Planning division. DFB leads the county government in high quality budget strategy and development, debt management, resource allocation, financial analysis, accounting, program

evaluation, and procurement. The team prioritizes innovation, creative and critical problem solving, and high-quality customer service. An ideal Debt Manager will share a passion for local government, prioritize problem solving and collaboration, and thrive in a fast-paced, results-oriented environment. The successful candidate should also have a team-oriented approach, not only with those within DFB, but also across County departments, the Loudoun County Public Schools (LCPS), and with outside consultants to include Financial Advisors and Bond Counsel among others. Additionally, extremely strong analytical, writing, and presentation skills is a must. This position performs complex work related to debt management and administration that includes managing the County's outstanding debt and bond issuance process for County and School capital projects.

The responsibilities of this position will include, but are not limited to:

- Preparation and management of all documents related to debt issuance including board resolutions, official statements, tax and non-arbitrage certificates, and trustee agreements
- Serves as DFB's liaison to financial advisors, bond counsel, rating agencies, underwriters, fiscal agents and trustees, external auditors, and LCPS in all matters pertaining to debt issuance and administration of capital improvements
- Manages the bond referendum process, including coordination with LCPS
- Manages accounting and budgetary oversight for debt funds and capital project funds; oversees Metrorail Tax District revenue reconciliation as it relates to the repayment of debt issued for the Metrorail Silver Line project
- Prepares and analyzes debt ratio tables, performs debt modeling and recommends financing strategies as part of the Capital Improvement Program development
- Monitors and analyzes construction payments and retainages related to bond proceeds and debt issuance costs; supervises the monthly draw down of bond proceeds and supporting documentation for all proceeds held with the Virginia State Non-Arbitrage Program (SNAP) or trustee/fiscal agent
- Ensures compliance with related laws and IRS regulations and works with external consultants to ensure timely preparation of federally mandated arbitrage and yield restriction calculations and submittal of Form 8038-T and payments as required
- Serves on various committees and participates in special projects
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- This is a high-visibility position and produces work products and recommendations that guide the Chief Financial Officer, County Administrator and Board of Supervisors on long-term debt and financing matters. The Debt Manager acts as a subject matter expert for financial and policy decisions and analysis related to debt management and financing. More information about the County's outstanding debt, future financings, and Capital Improvement Program can be found in Volume 2 of the County's Adopted Budget at [www.loudoun.gov/budget](http://www.loudoun.gov/budget).

Applicants should include information in the application that demonstrates how previous work, volunteer, and educational experiences will make him or her the ideal Debt Manager and DFB team member. Incumbent is eligible for the County's benefit package, which includes extremely competitive health, dental and vision insurance; enrollment in the Virginia Retirement System; matching contributions to deferred compensation plan; and annual and sick leave benefits.

Hiring Salary Commensurate with Experience

This position is eligible for up to three (3) days a week of telework in accordance with the County's Telework Policy.

### Job Requirements

Requires any combination of education and experience equivalent to a master's degree in political science, government, public administration, public policy, business administration, or a related field with four years of related experience including team project, functional, or operational experience of a complex nature with one year of supervisory experience or equivalent. Experience in public budgeting or finance is strongly preferred. This position requires thorough knowledge of Excel, Word, and PowerPoint. Experience with Oracle EBS and Hyperion is a plus.

### Post Conditional Offer Contingencies

Employment is contingent upon successful completion of a criminal background check, credit check, and DMV driving record check.



Click on a link below to apply for this position:




**Fill out the Application  
NOW using the Internet.**


If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at [HR@loudoun.gov](mailto:HR@loudoun.gov). EOE.

Loudoun County Government

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