



WOODSTOCK

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Now Hiring!

DIRECTOR OF FINANCE



135 North Main Street, Woodstock, Virginia | 540.459.3621 | townofwoodstockva.gov



Our Community

The Town of Woodstock, the county seat of the scenic Shenandoah County, has a population of 5,132 and boasts a historic, charming, safe, and bustling community. It is the county center for retail, professional services, healthcare, and dining. Woodstock is the fourth oldest town in Virginia, and encompasses the historic “Main Street” feel that many localities attempt to build. Citizens and visitors are able to stroll in and out of locally-owned galleries, museums, restaurants, and shops, as well as take advantage of modern commercial conveniences.

Woodstock has a mixture of young families and retirees due to its close proximity to Washington D.C. and other Northern Virginia communities. Many individuals still commute to Northern Virginia for employment, but Woodstock has experienced an interest in young professionals locating here, noting the small-town environment, recreational amenities in and around Woodstock, and quality and diverse housing stock. Woodstock’s quality of life components surpass those of any town its size, to include festivals, concert events, children’s activities, and great park system. The Shenandoah River flanks Woodstock, as do many vineyards, and the Seven Bends State Park. Area activities and attractions include wineries and breweries, a talented artisan trail, caverns, walking trails and scenic byways, canoeing, swimming, fishing, skiing, snowboarding, “pick your own” farms, farmer’s markets, plant and tree retail centers and nurseries, historic battlefields, corn maze, geocaching, hot air balloon rides, and much more!

Our Government

The Town of Woodstock was founded in 1752 and operates under a Council/Manager form of government. The six member Town Council are elected at-large for staggered terms of four years and the Mayor is elected at-large. The Town Council acts as the Town’s legislative and policy-making body and hires a Town Manager, who is responsible for implementing the policies and programs adopted by the Town Council. The Town has 59 full-time employees as well as part-time and seasonal employees. The employees of the Town provide high service police protection, planning and zoning, marketing and events, public works (streets, water and sewer distribution, water treatment, wastewater treatment, park maintenance), urban tree canopy development, finance, human resources, and administration. We foster a collaborative approach to opportunities and challenges and work well with members of our leadership team.

Our organization has been the recipient of many outstanding achievement awards, notably from the Government Finance Officers’ Association, Virginia Department of Health, Virginia Downtown Development Association, the Arbor Day Foundation, Department of Forestry, Virginia Rural Water Association, and Valley Conservation Council.

The Town has an overall operating budget of approximately \$13m, which includes the General Fund and Public Utilities (Enterprise) Fund. The Planning Commission and Town Council have adopted a \$9.3m seven-year comprehensive draft Capital Improvement Plan to guide future infrastructure investments in three areas—investing in neighborhood connections and amenities, excellent infrastructure, and the tools to do the job. In addition, the Town Council adopted a five-year Strategic Plan, with individual department objectives.



Our Plan for Woodstock

Woodstock's mission is to "encourage and facilitate economic growth, to provide a safe environment for a diverse community, and to provide high quality and efficient services to the public, while emphasizing the Town's unique character, planning for the future, and leading by example through the implementation of best practices." Woodstock has conducted capital and strategic planning and has continued to update those important plans. In addition to capital and strategic planning, the Town is conducting an update to its Comprehensive Plan and has embarked on a comprehensive Economic Development Plan.

The Town has continued to make good investments in infrastructure and has paid much attention to quality of life components. We want to continue to make those improvements, eyeing projects that increase walkability, emphasize green infrastructure, and include quality building materials and landscaping in our public spaces. Our future public facility upgrades include the renovation and reuse of a circa 1908 school to a Municipal Office, bicycle and pedestrian trail system improvements, and a public space enhancement at Court Square. We recently completed the construction of a downtown "park"ing lot that provides both economic development and stormwater quantity benefits. We have renovated our main park facility, W.O. Riley Park, which includes an event space and stage, playground, tennis courts, swimming pool improvements, and extensive landscaping. Additionally, we recently completed the construction of Fairview Dog Park, which was both designed and constructed by our Town staff, and we anticipate continuing improvements to Fairview Park.

We have continued to make investments in our talented staff and are within or above the industry standard for employee pay and benefits. We are able to attract individuals who have specialized certifications and qualifications, and rival other localities in our region.

Our Ideal Candidate

The Town of Woodstock is committed to long-range planning and sound policy-making in order to maximize financial resources and promote responsible fiscal management and resiliency that will consistently provide quality services and ensure public trust. The Town has proudly received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the last ten fiscal years and the GFOA Distinguished Budget Presentation Award Program for the last six fiscal years.

The ideal candidate will promote the Town's goals of setting the standard for local government performance. The ideal candidate will have comprehensive knowledge of the general laws and administrative policies governing financial practices and procedures. The successful candidate will have considerable knowledge of the principles and practices of accounting and finance. The ideal candidate will have the demonstrated ability to prepare and present informative financial reports and analyses. The ideal candidate will continue educational initiatives in order to stay attuned to the changes and best practices in local government finance. The successful individual will have a desire to abide by the Town's organizational values.

Our ideal candidate will have a *genuine* interest in making the Town a better place to live, work, stay, shop, and play!



Director of Finance—The Position

The Director of Finance performs difficult professional work directing the financial operations of the Town including accounting functions, purchasing, accounts payable, debt management, investments, grants administration, revenue billing and collection, payroll, and fixed assets, contributing to human resources activities, benefits administration, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

Required Essential Functions:

- Plans, manages, and directs departmental functions, including purchasing, accounts payable, debt, investments, revenue billing and collection, payroll, and fixed assets.
- Supervises department employees; assigns and reviews work; acts on employee problems and complaints; selects new employees; evaluates performance; recommends promotions, discipline, termination, and salary increases.
- Develops and maintains financial records and reports; prepares fiscal reports including the Comprehensive Annual Financial Report (CAFR) and the operating and capital budget.
- Manages the employee payroll and personnel functions, including payroll process and tax reporting; manages employee benefits and communications; maintains classification and compensation program.
- Oversees financial aspects of grant administration; ensures proper accounting for grants in accordance with regulations and grant requirements; certifies grant expenditures; requisitions grant reimbursements.
- Manages revenue billing, collection, and accounting, including real estate, personal property, and other local taxes, business licenses, public utilities and other charges for service.
- Manages accounting of fixed assets; acts as underwriting contact for property and equipment.
- Manages debt issuance and existing debt to ensure compliance with debt covenants and IRS compliance regulations.
- Maintains Town email accounts; services as IT liaison for email, servers, and software systems; assists in maintaining Town website and social media accounts; manages telephone system, messaging, and communications.
- Attends meetings internally and externally; represents the department in communications with citizens, elected officials, and other agencies.

Required Knowledge, Skills, and Abilities:

Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; thorough knowledge of the principles and practices of accounting; thorough knowledge of grants administration procedures and requirements; thorough knowledge of human resources practices, procedures, laws, and regulations; ability to evaluate financial systems and efficiently install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, bank personnel, consultants, auditors, vendors, and governmental officials, and the general public.



Director of Finance—The Position (Continued)

Education & Experience:

Bachelor's degree in accounting, finance, business, public administration, or related field and considerable experience in governmental accounting, financial management, or equivalent combination of education and experience.

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating machines; work occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

- Certified Public Accountant (CPA) license or Certified Public Finance Officer (CPFO) designation preferred.
- Virginia Public Finance Officer Certificate required within three years of hire.
- Valid driver's license in the Commonwealth of Virginia.



Our Compensation Package

The Town of Woodstock offers an excellent benefit package, including full coverage of employee health insurance, and partial coverage for a dependent or family. In addition, the Town participates in the 457 deferred compensation plan, Virginia Retirement System (a defined benefit program), term life insurance, educational assistance, AFLAC, and competitive leave (vacation, sick, maternity/paternity, funeral, etc.). Employees with certification requirements can continue to maintain professional standards through continued training and education, and employees can receive additional compensation when degrees, licenses, certifications, or other special skills are obtained during employment with the Town.

The salary range for this FLSA exempt position is \$63,422 - \$93,622 and offer is commensurate with experience and/or special qualifications.

How to Apply

Qualified applicants should forward the Town of Woodstock application, resume, and cover letter to:

Mandy R. Belyea
Deputy Town Manager
135 North Main Street
Woodstock, VA 22664
mandy.belyea@townofwoodstockva.gov
www.townofwoodstockva.gov/jobs
540.459.3621

Application deadline is **Wednesday, February 27, 2019 at 2:00 pm.**

