VACANCY ANNOUNCEMENT
ASSISTANT DIRECTOR OF FINANCE
Hiring Salary Range: $72,200 to $90,000 DOQ

The City of Fredericksburg is seeking an Assistant Director of Finance to assist in the management of the Finance Department. The primary duty of this position is to ensure financial information is recorded according to Generally Accepted Accounting Principles for the preparation of the Comprehensive Annual Financial Report. This position performs complex and professional financial work in the areas of utility billing, accounts payable, payroll, purchasing, accounts receivable, fixed assets, debt management, and financial reporting and analysis. The position requires excellent analytical skills and thorough knowledge of principles related to governmental accounting.

Prior experience in a Virginia local government, authority, or commission is strongly preferred. A Bachelor’s degree in accounting, finance, business administration, or a related discipline is required. The city is currently transitioning from Bright and Associates to Tyler/Munis. Prior experience in these financial systems is a plus.

The position is open until filled but the first review of applications will occur on close of business on 2/26/2020. A completed City application and resume should be submitted. The City of Fredericksburg is an equal opportunity employer, and offers an excellent benefits package.

City of Fredericksburg
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