



# STAFFORD COUNTY, VIRGINIA IS SEEKING A CHIEF FINANCIAL OFFICER

## **The Community**

Stafford County, Virginia, has received AAA bond ratings from all three rating agencies and joins only 47 localities across the country with this distinction. Along with a diverse population of 150,000, the County is ideally located on the Interstate 95 Corridor just 40 miles south of the Washington, DC Beltway and 50 miles north of Richmond. Stafford County invites résumés and applications for the position of Chief Financial Officer (CFO).

Stafford offers a pro business environment, diverse recreational attractions, a growing presence in sports tourism, and is home to some of the nation's leading companies. Marine Corps Base Quantico occupies 33,000 acres in northern Stafford County. The Marine Corps Officers Candidates School, FBI Academy, FBI Crime Lab, and Military Criminal Investigative Services are all located on base. Over 25,000 military and civilian employees work here, and over 60% hold a bachelor's degree or higher. Stafford's 2,873 businesses include over 40 defense, security, and technology firms, insurance firm GEICO (4,000 employees), and a diversified portfolio of large and small firms.

The Stafford Hospital Center is a full-service, acute care hospital offering first-rate care and services and emergency care. The hospital attracts many additional healthcare businesses, and more growth is anticipated.

The Stafford County Public Schools System is a high-performing school division and the largest school division in the Commonwealth with all schools being fully accredited. Programs offer students core academics, advance placement, and technical skills that match their career interests.

Stafford has a variety of residential communities and expanding retail and restaurant options. Major improvements on the I-95 and Route One corridors as well as two Virginia Railway Express stops in the County are increasing mobility. Stafford envisions the development of a new mixed-use, social and entertainment "Downtown Stafford" in the near future to offer additional community experiences. Stafford has rich outdoor recreation and athletic options to include kayaking and boating on the Potomac or Rappahannock, historical and artistic galleries and walks, and a world-class aquatic and outdoor fields at the Rouse Sports Center. The quality of life within the County is accentuated by its natural beauty and 51 miles of shoreline. Wineries, craft breweries, Civil War and other historic sites abound.

## The Organization

The County of Stafford operates under the traditional Board-Administrator form of government where the seven-member Board appoints the County Administrator. The CFO is under the general supervision of the Deputy County Administrator and is responsible for oversight of the County's purchasing and general financial operations. The CFO plans, directs, and supervises the County's accounting, auditing, cash flow, capital financing, payroll, procurement, risk management, records management, and related systems and staff.

Critical to the organization is the continued development of the procurement program, including staffing, policies, procedures and end-user training and designing, procuring, and implementing an Enterprise Resource Planning (ERP) system and its related documentation.

The County's FY2021 adopted budget includes funding for 1,014 full-time employees and has an overall operating and capital budget of \$637 million.

Stafford County prides itself on citizen involvement, innovation and efficient use of municipal resources.

## The Position

The CFO will perform complex professional and administrative work that will consist of planning and directing financial and accounting systems, information flow, administrative policies, and asset controls for efficiency and effectiveness while developing comprehensive financial strategies and devising and evaluating organization structures. Other crucial areas for the CFO will involve developing debt management policies and financial strategies, coordinating and analyzing intergovernmental financial matters, overseeing and supervising the preparation and maintenance of financial and accounting records and files.

Major responsibilities include:

- Manages the development of the Annual Audit
- Reviews uses of financially-related procedures and technology for organizational efficiency and effectiveness
- Plans, organizes and directs the activities of the Department of Finance, including accounting, payroll, and Central Procurement
- Coordinates and works closely with the Commissioner of Revenue, Treasurer and Office of Management and Budget
- Establishes and maintains all financial and accounting systems for the County
- Develops financial policies and programs
- Represents the County by coordinating with outside accounting, finance and audit personnel
- Recommends development, acquisition and modification of accounting, finance and related information systems
- Oversees the preparation of the County's financial statements
- Oversees the assistance offered to other departments in the uses of the financial, accounting and payroll systems and in the interpretation and applications of the systems' information
- Advises the County Administrator and County officials on all financial matters of the County;
- Develops, analysis and evaluates funding schedules relative to items that have an effect on future anticipated operations
- Prepares comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years
- Oversees and prepares various periodic and special reports and financial analyses for all County operations



## Desired Capabilities

- Comprehensive knowledge of principles, policies and procedures pertaining to governmental finance and accounting; comprehensive knowledge of modern public administrative and fiscal operations;
- Strong analytical skills and team building abilities
- Thorough knowledge of the funding process in the municipal environment as related to budgeting, cost accounting, financial planning and management; thorough knowledge of federal, state and local regulatory requirements
- Knowledge of public finance, auditing, accounting, debt issuance, and budgeting
- Ability to plan, direct and coordinate diverse concurrent management issues, projects and administrative and fiscal systems
- Capacity to conduct financial studies and make sound financial recommendations
- Ability to plan, supervise, and evaluate the work of others
- Capacity to objectively evaluate situations and make decisions
- Communicate effectively orally and in writing to include effective oral presentations and written reports
- Establish and maintain an effective working relationship with the general public, County officials, and employees



## Qualifications and Experience

Requirements include any combination of education and experience equivalent to a master's degree in public or business administration, finance, or a related field and a minimum of seven (7) years' experience in state or local government finance or accounting, including at least five (5) years of senior management level responsibilities. Prior experience working for a Virginia local government is highly recommend for this position. Preferred certifications include a CPA or a Certified Public Finance Officer "CPFO" certification from GFOA.



## Compensation and Benefits

The salary range for this position is \$130,000- \$158,000 and is negotiable based on the candidate's qualifications and experience. Benefits include, but are not limited to, participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses.



## Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2784>

This position is open until filled; first review of resumes occurs on February 22, 2021. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Anne Lewis at [anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com) or 703-923-8214.

For more information about the County of Stafford, please visit: <https://staffordcountyva.gov/>

The County of Stafford is an Equal Opportunity Employer (EOE)



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