



CITY OF COLONIAL HEIGHTS

Deputy Director of Finance

SALARY RANGE: \$68,000.00 - \$116,736.00

HIRING RANGE: \$68,000.00 - \$90,115.00

CLOSING DATE: April 9, 2021 at 5:00 PM (EST)

Deputy Director of Finance

Hiring Range: \$68,000 - \$90,115

The City of Colonial Heights is seeking a dynamic and motivated financial professional ready for the next step in his or her career. The Deputy Director supervises the accounting activities of the department, including payroll, accounts payable, systems administration, banking transactions and reconciliations and general accounting with a staff of four full-time employees. This position prepares financial reports, interacts with internal and external customers, addresses public and professional inquiries and coordinates the annual audit and CAFR preparation. The position is instrumental in the creation and maintenance of the City's annual budget. The Deputy Director fills in for the Director of Finance as needed and is a critical part of departmental management, providing leadership to staff and supporting departmental goals and objectives.

This leadership position requires thorough knowledge of generally accepted accounting principles, governmental accounting principles, and internal control frameworks. Budgetary and/or supervisory experience is preferred.

EXAMPLES OF DUTIES

- Prepares financial reports, grant reports, financial reconciliations, and journal entries.
- Supervises accounting and financial administration functions, including reviewing and approving journal entries, bank reconciliations, bank transactions, and credit card transactions.
- Reconciles and resolves account discrepancies to sub ledgers, including payroll deduction and benefit transactions to invoices/payments.
- Researches and resolves financial questions from internal and external customers.
- Provides technical assistance concerning accounting software to end users.
- Ensures that all financial reports are accurate.
- Addresses public and professional inquiries.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- A Bachelor's Degree and 6-10 years directly related professional experience or a Master's Degree and 2-5 years directly related professional experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Certified Public Accountant designation and budgetary experience desirable.
- Must successfully pass a criminal background investigation and pre-employment medical/drug screening.

Visit the City's website at www.colonialheightsva.gov to apply online by 5:00 PM (EST) on Friday, **April 9, 2021**. EOE.