



Town of Vinton

Vinton is a friendly community, located in eastern Roanoke County. Over the years, the citizens and Town Council of Vinton have worked hard to retain a small town atmosphere of friendliness and neighborliness. Vinton is a gateway to the Blue Ridge Parkway and Smith Mountain Lake, two of the region's best treasures. The town's citizens are proud of its history from its development as blue collar rail town to the diversification of its economy into commercial enterprises. The town is a vibrant family-oriented community maintaining an atmosphere of nostalgia and cooperation.

Vinton provides small town character with urban services and amenities located nearby. There are opportunities for outdoor recreation, such as sections of the Roanoke Valley Greenway network and the town's Tinker Creek Canoe Launch, which connects to the Roanoke River Blueway.

Vinton is strong in community spirit and we welcome the opportunity for you to experience it with us.



Thank you for considering the Town of Vinton.

DIRECTOR OF FINANCE

The Town of Vinton seeks interested and qualified applicants to serve as the Director of Finance. The successful candidate will join a fiscally-sound local government department that has earned the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting* for the past 23 consecutive years. This senior leadership position reports directly to the Town Manager and performs difficult professional and administrative work in planning, organizing, and directing the financial activities of the Town.



The Director of Finance oversees the day-to-day operations of the Finance Department, as well as serving on the Leadership Team and fulfilling Treasurer functions.

The Director of Finance provides leadership, advice, and consultation that significantly impacts the operations of the Finance Department, and the Town as a whole.

THE DEPARTMENT

As Director of Finance, the successful candidate will assume direct responsibilities for the day to day operations of the Finance Department, leading employees in the areas of accounting, budget, grants administration, payroll, purchasing, and procurement. The Director is responsible for ensuring the difficult, varied, and complex tasks are performed in compliance with the policies and practices imposed by the Town Manager and the Town Council, consistent with all applicable laws and regulations including: local, state, and federal laws; the Government Accounting Standards Board (GASB); and other oversight entities. The successful candidate for this position will be an inspiring leader who embraces team work, collaboration, and the principles of high performance organizations.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in public administration, finance, accounting, or related field; preference for a Certified Public Accountant. Extensive experience in local government and finance, including supervisory experience, or any equivalent combination of education, training and experience. Excel proficiency is required and CPFO or extensive public accounting experience is a plus. Experience with Tyler Munis software is desired.

Key Attributes of Ideal Candidate:

- Demonstrates integrity, trustworthiness, and respect and is able to build and maintain trust with others
- Is an approachable communicator at all levels, actively listens, and provides opportunities for feedback
- Demonstrates concern for employees and residents
- Promotes a collaborative, positive, team-oriented workplace— internally with employees, Town departments and Town Council; and externally with community partners
- Seeks, and is receptive to, feedback or input from others, utilizes information to motivate and implement change when needed
- Understands multiple functions within the Finance department, and has the ability to provide support and guidance to the various divisions
- Models professionalism and expects professional behavior from staff, yet also has a sense of humor
- Is committed to transparency through disclosure, clarity, and accuracy in communications with stakeholders
- Is flexible, but realistic, and can motivate others to achieve positive change



KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of public administration including thorough familiarity with public financial management practices and personnel management procedures.
- Budget development and management principles.
- Relevant federal and state laws, county ordinances, and department policies and procedures.
- Legislative processes related to local government.
- General laws and administrative policies governing financial practices and procedures.
- Principles and practices of accounting and budgeting in government.
- Principles and practices of a local government purchasing system and Virginia Public Procurement Act.
- Practices, methods and laws relating to local government bond financing.
- Laws, ordinances and structural considerations relating to Town governments.

Skills in:

- Supervision, management, and interpersonal relations.
- Human relations and communications including the ability to instruct, motivate and evaluate professional employees.
- Problem solving.
- Prioritizing and planning.
- Conducting research and preparing reports.
- Oral and written communication.
- Preparing and presenting public information, and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

Ability to:

- Analyze complex problems and develop specific alternative solutions.
- Establish and maintain effective working relationships with Town Council, the department heads and the public.
- Establish and communicate specific goals and objectives to be accomplished by the staff and to evaluate departmental performance.
- Evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.
- Prepare informative financial and other reports.
- Plan, organize, direct and evaluate the work of subordinate employees.

- Develop long-range financial plans.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.

ESSENTIAL FUNCTIONS : Director of Finance

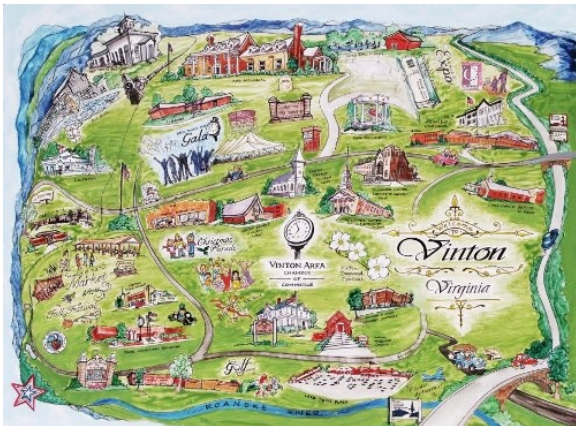
- Plans, organizes, directs and participates in the activities of the Department of Finance, including accounting, data and payroll processing, budget preparation, capital improvements plan, grants administration, risk management, debt management, debt issuance, financial system administration and
- Oversees the preparation and maintenance of financial records and statements and related reports.
- Assists Town Manager and Town Council and other departments with the development and implementation of financial matters.
- Organizes and directs the annual audit and the preparation of annual financial statements.
- Prepares revenue forecasts and expenditure projections.
- Oversees and supervises the Town procurement policies and procedures.
- Evaluates the work performance of subordinates.
- Attends Town Council meetings and prepares presentations as appropriate.
- Represents the town on local and regional boards and commissions and as Town liaison with other governmental organizations.
- Develops staff reports and presentations for review by boards and commissions.
- Perform related duties as required.

ADDITIONAL FUNCTIONS : Treasurer

- Balances Personal Property Tax Relief Act records and prepares state requisition.
- Issues Treasurer Summons and court warrants, as needed.
- Maintains Bankruptcy records and prepares/reviews claim forms processed on behalf of the Town of Vinton.
- Manages the investment of Town funds and ensures adequate cash balances and interest earnings.
- Maintains final authority over customer accounts.
- Upload of billing information to the FTP site and send instructions for accessing the file and sending payment information in correct file format.
- Oversees the collection of current taxes and miscellaneous revenues, to include various liens and debt set off activity.
- Approve/Review monthly cash count audits performed by Accounting Technician(s), as needed.
- Responds to customer inquiries regarding Business License Taxes, Personal Property Taxes, and Real Estate Taxes, or delegates to the appropriate staff.

TOTAL REWARDS - COMPENSATION AND BENEFITS

- Salary – Expected Hiring range \$94,863—\$102,555 depending on education and experience. Compensation System incorporates market considerations
- Retirement – participation in the Virginia Retirement System (VRS)
- Insurance Benefits for Health, Vision, and Dental through Anthem– The Local Choice
- Town-paid Life Insurance
- Holidays / Leave
 - 12 Days of Holiday Leave
 - Accrue at a rate 30 days of PTO annually (*increases with continuous years of service*)
- Supportive of work-life balance
- Hybrid Work Environment
- Relocation Expenses
- Qualifying employer for the Federal Public Service Loan Forgiveness Program
- Full time position, FLSA Exempt Position



HOW TO APPLY: Submit cover letter and resume to dcollins@vintonva.gov, or submit an application with your resume and cover letter on the Town website, <https://va-vinton2.civicplus.com/jobs.aspx>.

QUESTIONS? Contact Donna Collins

Phone: 540.983.0604

Email: dcollins@vintonva.gov