



CITY OF COLONIAL HEIGHTS, VIRGINIA

Director of Finance

The City of Colonial Heights is seeking a highly professional Director of Finance to provide overall direction and leadership of the City's financial operations.

- **Salary Range:** \$87,019 - \$149,824; *Negotiable (Anticipate hiring well above the pay range minimum).*
- **Application Deadline:** Open Until Filled. *First review of applications to be on October 23, 2023.*

This position, which reports to the City Manager, directs, manages, and oversees the staff and the functions of the Finance Department, to include Accounting, Payroll, Purchasing, Risk Management, Utility Billing, Real Estate Assessment, and Billing and Collections. Assists the City Manager with the development and implementation of financial matters, including budget preparations and controls, financial reports and statement preparations, and strategic planning; serves as an advisor to the City Manager and Department Directors.

Examples of Duties

Directs, supervises, and evaluates Finance Department staff. Assists the City Manager with the development and implementation of financial matters, including budget preparations and controls, financial reports and statement preparations, and strategic planning. Prepares revenue estimates and coordinates budget preparation and review. Coordinates the issuance of bonds, bond rating agency presentations, and official statements concerning the amount of debt capacity. Oversees the preparation of fiscal statements and accounting systems and coordinates annual audit procedures and financial reports. Establishes and maintains citywide accounting and reporting systems pursuant to Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) standards. Provides financial oversight for all departments. Oversees financial administration of grants and grant-funded programs. Appraises operating results in terms of costs, budgets, operating policies and procedures, and makes appropriate change recommendations. Invests City funds. Analyzes the City's existing debt structure, and projects future financing needs and options for funding those needs. Establishes and monitors short and long-term financial goals of the City, including the City's enterprise operations. Recommends financial policies and procedures, drafts and proposes financial accounting policies and practices to manage the City's financial risks by researching, analyzing, and implementing accepted governmental accounting policies and procedures. Coordinates procurement activities, reviews and approves city purchases.

Education & Experience

- Bachelor's Degree and over 10-years directly related supervisory experience; or Master's Degree and over 5-years directly related supervisory experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Certified Public Accountant (CPA) is desirable.

Must possess:

- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), and of general laws and administrative policies governing municipal financial practices and procedures.
- Comprehensive knowledge of the principles and practices of governmental accounting, budget preparation and account reconciliation.

To Apply: All candidates must submit a complete City of Colonial Heights online employment application. Visit the City's web site at www.colonialheightsva.gov to apply online.

The City provides an excellent benefits package including health insurance with dental and vision coverage (Anthem, Delta Dental, & Blue Vision), retirement (VRS & Mission Square), life insurance, supplemental retirement (Roth IRA & 457 Def. Comp.), voluntary benefits (FSA & Colonial Life products), EAP, and paid leave and holidays.

The City of Colonial Heights is an Equal Opportunity Employer.