

Assistant Director of Finance for Financial Reporting and Operations

Chesapeake's Finance department is seeking an experienced and results-oriented individual with a passion for accounting/debt operations and financial management to serve as Assistant Director of Finance for Financial Reporting & Operations.

The ideal candidate will demonstrate the City of Chesapeake's C.A.R.E.S (Courteous, Attentive, Responsive, Empowered, and Stewardship) standards and value the City's Strategic Anchors:

- We make Chesapeake an exceptional place to live, learn, work, farm and play.
- We provide outstanding service to Council, our community, our customers, and each other.
- We will be fiscally responsible and sustainable.

TYPICAL TASKS

Financial Operations: Responsible for the City's accounting operations and financial activities, including financial reporting, internal controls, general ledger, year-end audit preparation, accounts payable, Emergency Medical Services (EMS) billing and collections, and preparation of the City's Annual Comprehensive Financial Report (ACFR). Responsible for directing the year-end and periodic close processes and posting appropriations (operating & capital) approved by City Council.

Leadership: Leads the Financial Reporting Team in central finance, establishing staffing standards, organizing, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Internal Controls: Oversees adherence to, development of, and communication about the City's financial internal controls while remaining focused on internal customer service.

Audit Preparation: Assists external auditors with preparation for year-end external audit; prepares and trains organization for competencies required for external financial audit.

Financial Statements: Directs the compilation and review of monthly financial statements, work papers, and financial records for the year-end and audit, culminating in the City's ACFR.

Administrative Support: Assists with departmental administrative matters, including budget development, administering expenditures, preparing routine and special reports, and correspondence.

Committee Representation: Represent the City on committees involved in financial procedures, internal controls, operations, management, and other issues.

Training & Development: Preparing the team for growth and advancement opportunities by providing coaching, identifying training needs, and advocating for resources; Identifying City-wide financial knowledge gaps and developing and delivering training.

Compliance: Researches and reviews authoritative financial accounting literature to ensure compliance and oversees implementation of required changes.

Financial System Integration: Approves integrations to the City's financial system.

Advisory Role: Advises and consults with department heads, staff agencies, individuals, and others on financial problems, strategies, policies, procedures, and internal controls. Assists with pervasive and

novel issues to achieve resolution and long-term solutions, requiring high-level problem-solving skills.

Continuous Improvement: Monitors and researches trends, new methodology and technology, laws, rules, and City policies to maintain, develop, and enhance financial processes.

VOCATIONAL/EDUCATIONAL REQUIREMENT: Requires a bachelor's degree in finance, accounting, or a related field.

EXPERIENCE REQUIREMENT: In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.

SPECIAL CERTIFICATIONS AND LICENSES: Certified Public Accountant preferred; Certified Public Finance Officer or Certified Government Financial Manager may be required.

SPECIAL REQUIREMENTS: Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

SALARY: \$89,680 to \$118,826 dependent on qualifications.

TO APPLY: Visit <https://jobs.cityofchesapeake.net/postings/11423>

The City of Chesapeake offers an exceptional range of benefits. Please browse our [Benefits Brochure](#) for a full list of benefits and employee perks.