



CHIEF FINANCIAL OFFICER

Location:	Chesapeake, VA – Hampton Roads Region (Southeastern Virginia)
Classification:	Full-Time, FLSA Exempt Status
Starting Salary Range:	\$140,000 - \$150,000 DOE/DOQ; Full Benefits
Closing Date:	Open until filled; resumes reviewed on an ongoing basis

The Hampton Roads Planning District Commission is seeking a highly skilled and motivated Chief Financial Officer to join our team.

About the HRPDC

Planning District Commissions (PDCs) (sometimes called Regional Councils) are voluntary associations of local governments that provide a variety of technical and programmatic assistance to localities relating to issues of regional significance. The Hampton Roads Planning District Commission (HRPDC) is one of 21 Planning District Commissions in the Commonwealth of Virginia and represents seventeen local governments in southeastern Virginia. PDCs encourage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, issues of greater than local significance. In Virginia, PDCs are political subdivisions of the Commonwealth chartered under the Virginia Code by the local governments of each planning district. As such they are a creation of local government encouraged by the state.

The Position

The HRPDC is seeking a Chief Financial Officer (CFO) to play a pivotal role in planning, organizing, and overseeing all functions of our Finance Department. This position encompasses a broad spectrum of responsibilities, including financial planning for capital projects, budgeting, accounting, cash management, investment management, purchasing, project accounting, payroll, contract administration and insurance administration. This position requires a seasoned financial professional with demonstrated leadership abilities, strong analytical skills, and a comprehensive understanding of government financial management principles. Applicants must be authorized to work in the U.S. without employer sponsorship.

The Ideal Candidate

We are seeking a highly motivated CFO with a proven track record of success in managing complex financial operations; a candidate that sees not only the big picture but helps shape our financial operations through creative solutions and innovative approaches. Our CFO should be accessible to management, staff and stakeholders alike. The ideal candidate will have:

- A solid understanding of federal, state and local policies governing public sector fiscal operations as well as thorough knowledge of general governmental accounting and compliance with GAAP and GASB.
- Strong leadership, strategic thinking and problem-solving skills with the ability to plan, assign and coordinate the work of professional, technical and clerical staff.
- A keen eye for detail and the drive for accuracy and quality.
- Excellent interpersonal skills with the ability to collaborate effectively within a team and communicate a variety of technical and policy concepts to various audiences.
- Exceptional time management and organizational skills, complemented by strong written and verbal communication abilities.
- The ability to exercise independent judgment, discretion and confidentiality.
- A strong understanding of financial statement preparation, investing and cash management.

Education & Experience

The following provide a strong foundation for this position:

- A bachelor's degree in finance, accounting or a closely related field; master's degree in business, public administration, accounting, finance or a related field is preferred.
- A minimum of 10 years of related, full-time experience with several years of demonstrated supervisory experience.
- Advanced credentials or certifications are desirable (e.g., CPA, CPFO, public administration, leadership).
- A combination of education and experience that equips you with the skills, knowledge, and abilities to excel in this role.

Benefits

The HRPDC provides a comprehensive benefits package for full-time employees, including:

- Medical/Dental/Vision coverage
- Life Insurance
- Virginia Retirement System with associated benefits
- Generous Paid Time Off and Holidays
- Family Medical/Bereavement/Civil Leave
- Flexible Spending Accounts
- Professional Development Opportunities

To Apply

Please submit a resume and cover letter outlining relevant experience and qualifications (**applications without a cover letter will not be considered**). Completed materials can be submitted via:

Email: karledge@hrpdcva.gov
Mail: Kelli E. Arledge
HRPDC/HRTPO Deputy Executive Director
723 Woodlake Drive,
Chesapeake, VA 23320

Physical Requirements and Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of the position in the noted job title.

Physical Requirements:	Work is typically sedentary requiring the exertion of up to 15 pounds of force, and a negligible amount of force frequently to move objects. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Must be able to operate a variety of automated office machines, which include a computer and ability to use industry standard computer hardware and software for the execution of daily tasks. Occasional walking to and from offices, intermittent stooping and bending at files and lifting of items. Ability to coordinate and attend a variety of meetings.
Working Environment:	Most work is typically performed in a climate-controlled office environment.
Writing Ability:	Work requires the ability to write reports, summaries, letters, and correspondence.
Reading Ability:	Requires the ability to read technical documents, federal, state, and local regulations and manuals, grants, correspondence, and other documentation.
Numerical Aptitude:	Requires the ability to utilize complex mathematical formulas.
Sensory Requirements:	Normal visual acuity, field of vision, speaking, color perception and depth perception.
Mental Requirements:	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional nature and formulates important recommendations or makes technical decisions that have an organization-wide impact. Performs work involving the application of principles of logical thinking and administrative, professional, and budgetary practices to diagnose or define problems, collect data and solve abstract problems with widespread impact; requires sustained, intense concentration for accurate results.

Interpersonal Temperament:	Position requires flexibility. Must be able to give, receive and follow instructions and follow HRPDC rules and regulations; must be appropriately respectful of the rights of others in the workplace. Must have the ability to work under various levels of stress. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Additional Requirements:	An acceptable general background check to include a local and state criminal history check; a valid driver's license with an acceptable driving record to operate HRPDC/HRTPO vehicles as needed for work related responsibilities and travel within the Hampton Roads region. Must be able to travel as needed and may be required to work beyond a normal schedule to meet the needs of the organization.
EOE and ADA Compliance:	The HRPDC is an Equal Opportunity Employer. ADA requires the HRPDC to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management.
E-Verify	Candidates must have legal authorization to work in the United States without employer sponsorship. The HRPDC participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

About Hampton Roads

Situated in southeastern Virginia, Hampton Roads is home to 1.7 million residents. With one of the world's largest natural harbors, the region is an ideal location for tourism, trade, and the military. With numerous waterways, including the Intercoastal Waterway and the James, York, Nansemond, and Elizabeth Rivers, the area offers a wide range of outdoor activities. Hampton Roads is also rich in historic and cultural treasures, celebrating heritage festivals year-round. History, music, drama, and art are woven into the fabric of the region. The Virginia Symphony, Virginia Ballet, Virginia Opera, and the Commonwealth Theatre Company call Norfolk home. Virginia Beach, known for its miles of beautiful public beaches, is Virginia's premier vacation destination. Localities on the Peninsula offer many activities and historic destinations, including Busch Gardens, Colonial Williamsburg, Jamestown, and Yorktown. The region's rural areas provide tranquil and picturesque settings, with numerous parks, campgrounds, and trails for outdoor enthusiasts. Come join us!

