



Colonial Behavioral Health Director of Finance (104972)

SALARY	Depends on Qualifications	LOCATION	Williamsburg, VA
JOB TYPE	Full Time	JOB NUMBER	104972
DEPARTMENT	Executive Administration	OPENING DATE	10/01/2025

Job Description

Colonial Behavioral Health provides opportunities for recovery to individuals and their family members in the areas of mental illness, substance use disorder, and developmental disabilities. Colonial Behavioral Health serves the citizens of James City County, City of Poquoson, City of Williamsburg, and York County.

We are currently recruiting for a Director of Finance. Position is upper management that directs all financial operations of the agency including budgeting, accounting, purchasing, client accounts, and financial contract management functions. Work requires technical knowledge, creativity, attention to detail, and strong organization and management skills. Director of Finance serves as a member of the agency's Executive Leadership Team and is responsible for collaborating with other agencies and community leaders to advance CBH's mission and strategic plans. Serves as agency representative on regional and state Finance Councils and work groups.

Job Duties

- Prepares the agency's annual operating and capital budgets and monitors compliance
- Directs all agency accounting functions for CBH and component units
- Maintains compliance with applicable state, federal and local accounting and auditing requirements
- Directs, develops and implements fiscal policy and procedure
- Develops / supervises preparation of complex reports, reconciliations, and analyses to Board of Directors, internal management and external parties

- Monitors external audit
- Oversees preparation of financial statements by independent auditor
- Oversees preparation of the agency's 990 tax filing
- Coordinates with management of the agency's property and liability insurance program
- Directs compliance with third party billing requirements and client accounts receivable management
- Administers internal audit of financial and accounting procedure

Work Schedule

Monday through Friday 8:00 am to 5:00 pm, and as needed to fulfill job duties as a FLSA- Exempt employee.

Qualifications (EEO)

Degree/Education Record:

Bachelor's degree in Accounting, Finance, Business or Public Administration or closely related field including extensive course work in Finance and Accounting required. Master's degree preferred.

Required Experience:

Extensive experience in financial management, with at least 5 years in a leadership role. Public sector experience is required, with a combination of public and private sector experience strongly preferred.

Credentials , Certified Government Financial Manager (CGFM) Certification , Certified Public Finance Officer (CPFO) Certification, Certified Government Finance Officer (CGFO) Certification or Certified Public Accountant (CPA) preferred.

Employer

Colonial Behavioral Health

Address

473 McLaws Circle

Williamsburg, Virginia, 23185

Phone

(757) 253-4061

Website

<http://www.colonialbh.org/careers.aspx>

Director of Finance (104972) Supplemental Questionnaire

*QUESTION 1

Do you have a degree in Accounting, Finance, Business or Public Administration?

☐ Associates

- ☐ Bachelors
- ☐ Masters

***QUESTION 2**

Provide the major field of study in which you received your highest related degree:

***QUESTION 3**

How many years of experience do you have in financial management?

- ☐ None
- ☐ Less than 5 Years
- ☐ 5 to 8 Years
- ☐ 8 years or more

QUESTION 4

How many years of experience do you have in an upper level leadership role?

- ☐ None
- ☐ Less than 5 Years
- ☐ Five or More Years

***QUESTION 5**

How many years of your financial management experience is with the public sector?

- ☐ None
- ☐ Less than 5 years
- ☐ 5 to 8 years
- ☐ 8 years or more

***QUESTION 6**

How many years of experience do you have utilizing professional financial management software?

- ☐ None
- ☐ Less than 5 years
- ☐ 5 to 8 years
- ☐ 8 years or more

***QUESTION 7**

List the financial management software systems you have previously used or have significant knowledge about.

***QUESTION 8**

Do you have prior experience with agency/company annual operating and capital budgets?

- ☐ YES
- ☐ NO

***QUESTION 9**

Are you a Certified Public Accountant (CPA)

- ☐ Yes

☐ No

***QUESTION 10**

Do you hold a Certified Public Finance Officer (CPFO) Certification ?

☐ Yes

☐ No

***QUESTION 11**

Do you hold a Certified Government Finance Officer (CGFO) Certification?

☐ Yes

☐ No

QUESTION 12

Do you hold a Certified Government Financial Manager (CGFM) Certification ?

☐ Yes

☐ No

***QUESTION 13**

Which of the following best describes your level of proficiency with Microsoft Office software?

☐ None

☐ Basic

☐ Intermediate

☐ Advanced

☐ Expert

QUESTION 14

Do you have a valid drivers license with an acceptable driving record?

☐ Yes

☐ No

*** Required Question**