



ASSISTANT DIRECTOR OF FINANCE

CITY OF SALEM, VA



"VIRGINIA'S CHAMPIONSHIP CITY"

The City of Salem is seeking an experienced local government professional to serve as its Assistant Director of Finance. Under the direction of the Director of Finance, the successful candidate will play a vital leadership role in assisting with the planning, organizing, and overseeing the financial activities of the City, managing the annual budget process, managing the annual audit process and the preparation of the annual comprehensive financial report, preparing and maintaining financial records and reports, and other related work as assigned.

This recruitment profile provides background information on the community, its governmental operations, and its aspirations. It also outlines the qualifications, experience, and characteristics determined to be necessary and desirable for successful performance as the Assistant Director of Finance.

To be considered, qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to Karen Edmonds with the Berkley Group, via email at karen.edmonds@bgllc.net. While this position is open until filled, a formal review of applications will begin on April 27, 2026. However, please note that highly qualified candidates may be invited to interview at any time. Timely submittal will ensure the most advantageous review.

Inquiries relating to the position should be directed to:

Karen Edmonds

Berkley Group, LLC

PO Box 181

Bridgewater, VA 22812

Email: karen.edmonds@bgllc.net

Mobile: (540) 257-4782

COMMUNITY BACKGROUND

The City of Salem, Virginia, is located in the Roanoke Valley region, between the Allegheny Mountains to the west and the Blue Ridge Mountains to the east. The Roanoke River flows through the City; the mountains and river provide the natural amenities for a vibrant, family-centered city in a beautiful and relaxed environment. The City encompasses approximately 14.4 square miles, and has an estimated 2025 population of 25,346. The City's population accounts for approximately 8.1% of the population in its metropolitan statistical area (MSA), which includes the neighboring City of Roanoke and Counties of Botetourt, Craig, Franklin, and Roanoke.

For more than two centuries, the City of Salem has been renowned as a superb place to live and raise a family, retaining its small-town community character while providing its active citizenry with the highest quality schools, facilities, and services in the Commonwealth. Residents of the City take great pride in their safe, close-knit community, and work closely with each other to ensure an exceptional quality of life for all of its citizens.





LOCATION & TRANSPORTATION

Salem is an independent city in the Commonwealth of Virginia, located approximately 190 miles west of Richmond and 250 miles southwest of Washington, DC. The City lies at the region's crossroads of major rail and highway systems, making it a part of the principal trade, industrial, transportation, medical, and cultural center of western Virginia.

The City is the county seat for surrounding Roanoke County; however, it is a separate jurisdiction providing comprehensive municipal services, including its own school system, courts, and Constitutional officers.

The City offers citizens access to a comprehensive transportation system, including the Valley Metro Transit System, which provides fixed route service in the City, the City of Roanoke, and Town of Vinton. The City is a member of the Roanoke-Blacksburg Regional Airport Commission, which provides regional commercial and general aviation service from an airport located in the City of Roanoke. Amtrak passenger rail service provides direct daily passenger service from downtown Roanoke to northeast destinations including Washington, D.C., Philadelphia, and New York City, and destinations to the south including Charlotte and Atlanta.

Salem is accessed by several federal highways, including U.S. Routes 460 and 11, and Interstate 81. Interstate 81 provides access to 60% of the country's population within a day's drive.

ECONOMIC DEVELOPMENT

Salem continues to offer a strong environment and a high quality of life that supports both families and businesses. The City has long maintained stable property values, consistent tax rates, a strong public school system, and access to a skilled regional workforce. As of June 2025, Salem's unemployment rate stood at 3.8%.

A key contributor to Salem's economic resilience is its diverse industry base, which includes health care, manufacturing, higher education, retail trade, and government. Local manufacturers produce a broad range of products, from high-tech medical devices and biopharmaceuticals to steel, railroad equipment, and concrete materials.

Downtown Salem continues to attract private investment and revitalization. Since the adoption of the Downtown Plan and Façade Grant Program in 2016, these tools have supported adaptive reuse of historic structures and reinvestment in key commercial properties. Recent public improvements include updated streetscaping, landscaping, and lighting throughout the downtown area.

EDUCATION

The City is proud of its award-winning, inclusive public school system. The City of Salem School Division operates four elementary schools, a middle school, and a high school, with a total school enrollment of approximately 3,700 students. School Board members are appointed by the City Council. All schools in the City are fully accredited under the Virginia Accreditation Standards.

Roanoke College is a private liberal arts college located in the heart of downtown Salem. With approximately 2,000 students, the college offers 35 majors and 57 minors and concentrations. It is the second oldest Lutheran-affiliated college in the United States, having been founded in 1842. The College has been located in Salem since 1847.

The City is also home to American National University, which offers degrees in business administration, various medical fields, and technology-related fields of study.



HEALTHCARE

Full service medical, dental, and vision providers, including multiple urgent care facilities are available in the city. City residents have access to specialized health care services as well, including Lewis-Gale Medical Center in Salem, Carilion Roanoke Memorial Hospital, and Carilion Roanoke Community Hospital. The Veterans Affairs Medical Center, the City's largest employer, is also located in Salem, and provides medical services for military veterans.

The Roanoke County/Salem Health Department, a component of the Virginia Department of Health, provides public health services including immunizations, family planning, Medicaid screening, dental services, environmental health, and a variety of clinics.

Blue Ridge Behavioral Healthcare is the Community Services Board serving adults, children and families with mental health disorders, developmental disabilities, or substance abuse disorders in the Roanoke Valley. The City Council appoints three members to serve on the Community Services Board of Directors.



RECREATION & LEISURE ACTIVITIES

Known as ***Virginia's Championship City***, Salem has developed a national reputation as a sports community, bringing a number of collegiate and amateur tournaments and championships to the City. The City has a number of outstanding sporting facilities, including Salem Memorial Stadium, which comprises both football and baseball facilities; the James I. Moyer Sports Park Complex, which has championship quality baseball and softball playing fields, playgrounds, shelters with picnic areas, a basketball court, and pickleball courts; the Salem Civic Center, which hosts high school and collegiate sporting events; tennis and pickleball courts throughout the community; and a 46-acre municipal golf course.

Salem annually hosts hundreds of high school, collegiate and amateur tournaments, and championships. In fiscal year 2025, the City hosted the Old Dominion Athletic Conference (ODAC) men's and women's basketball, softball, and indoor track championships. The Virginia High School League (VHSL) championships in volleyball,

football, wrestling, baseball, softball, and soccer were held in Salem as well. Salem also hosted the Central Intercollegiate Athletic Association (CIAA) championships in football and cross country. The City, in conjunction with ODAC and Roanoke College, hosted the NCAA Division II and III women's lacrosse championship, Division III women's and men's volleyball along with DIII women's basketball. While all NCAA events are streamed online, women's basketball and volleyball were streamed on ESPN+, providing increased exposure for the City. Approximately 20,000 people traveled to Salem to attend events in fiscal year 2025, with an estimated economic impact of \$8,000,000.

The Salem Fair, established in 1988, is held annually at the Salem Civic Center, and is the largest fair in Virginia. The Fair operates on a 14-acre midway for twelve days beginning as early as late June and continuing through early July, with attendance approaching 350,000 for the event.



CITY GOVERNMENT

The City operates under a Council-Manager form of government. City Council is elected by the voters and is comprised of five members, who elect two of their members as Mayor and Vice-Mayor for a two-year term. The City Council employs a City Manager who is responsible for administration of the city government. The primary government provides a full range of services including general government administration, judicial administration, public safety, public works, health and welfare, parks and recreation, community development activities and support for education. The City also owns and operates an electric distribution system, water and sewage facilities, and a civic center.

The City 2026 fiscal year budget is \$236.4 million, including the school system, public utilities, Constitutional officers, and general fund.



POSITION PROFILE

The City seeks a detail-oriented, personable and caring, and organized leader who will be actively involved in the City's day-to-day financial operations while also guiding the strategic direction of the finance department. This role requires a professional with strong accounting skills, who will provide leadership and mentorship to the finance team, and who is dedicated to working with a close-knit and supportive staff. The successful candidate will be responsible for assisting in planning, organizing, and directing the financial activities of the City, managing the annual budget process, managing the annual audit process and preparation of the annual comprehensive financial report, preparing and maintaining financial records and reports, and related work as apparent or assigned. Work is performed under the general direction of the Director of Finance.

Essential functions include:

- Supervises division managers and assigned staff;
- Supervises all accounting functions for both City and Schools;
- Manages the annual budgeting process with departments; makes changes in the financial software system during budget meetings and budget balancing process;
- Reviews annual personnel budget including cost of all fringe benefits;
- Participates in annual budget meetings with departments and work sessions with City Council; prepares/reviews sections of the budget book for proposed and adopted budgets;
- Develops revenue estimates for General Fund, and works with Director of Finance to balance the annual budget;
- Performs detailed review of City and School Annual Comprehensive Financial Reports prior to presentation to auditors; reviews custodial fund financial reports;
- Serves as the primary liaison with external auditors; manages the annual audit process; develops year-end audit schedules; monitors audit issues with external auditors; manages audit progress with internal staff; manages adoption of new GASB statements;
- Performs detailed review of monthly financial reports for all City funds including review of budget vs. actual, current YTD versus prior YTD; prepares financial transfers as needed;
- Supervises accounting staff; assigns, oversees, trains, and reviews the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance;

- Reviews journal entries and various quarterly and annual reports prepared by accounting staff;
- Performs detailed review of payroll journal entries and reviews payroll changes report for City and Schools;
- Prepares Transmittal Letter and Management Discussion & Analysis (MD&A) for the City's Annual Comprehensive Financial Report;
- Reviews audit work papers prepared by accountants; prepares certain audit work papers including tax analyses;
- Maintains central Finance calendar of monthly report deadlines, grant report deadlines, and other deadlines related to the accounting function;
- Monitors financial position of health insurance plan for City and Schools; works with health insurance consultants;
- Performs special projects as needed; develops RFP for auditing services; participates on committees; works with IT staff to develop financial software; reviews financial policies prepared by accounting staff;
- Prepares a variety of financial reports for submission to the City Council;
- Coordinates and reviews preparation of actuarial study for Other Post-Employment Benefits as required by GASB for City and Schools; reviews Annual Cost Report submitted to Auditor of Public Accounts;
- Performs detailed review of bank reconciliations for the City's two largest bank accounts;
- Serves as backup program administrator for the City's purchasing card program;
- Schedules and attends weekly or biweekly update meetings with accounting and purchasing staffs;
- Presents financial information and reports to City leadership, City Council, School Board and other stakeholders as needed;
- Acts as the Director of Finance in her absence, ensuring the continuity of financial operations; and
- Any other duties as may be assigned.



PRIORITIES

The City has identified the following priorities for the Assistant Director of Finance:

- Assess current Finance department operations and develop recommendations for improving processes as needed;
- Become familiar with active City projects, and manage projects as assigned;
- Collaborate with the Director of Finance and department heads on the upcoming FY2027 budget;
- Establish and implement comprehensive standard operating procedures to streamline workflows, enhance consistency, and support departmental efficiency; and
- Collaborate closely with the finance team members to expand their skill sets, encourage continuous learning, and provide opportunities for professional development to strengthen the team's overall capabilities.

QUALIFICATIONS, EDUCATION & EXPERIENCE

The following education and experience factors are the desired qualifications for successful performance:

- Bachelor's degree in accounting, finance, business or public administration, or a related field with experience in accounting, budgeting, debt issuance, or an equivalent combination of education and experience.
- A minimum of 5-10 years of progressive experience in the public sector accounting field, with 3-5 years minimum experience in a management or supervisory role;
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or Master's degree in a related field required;
- A demonstrated commitment to ongoing professional development through participation in organizations such as VLGMA, GFOA and VGFOA;
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.





PERSONALITY TRAITS & DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with City leadership, City employees and community members;
- A strong work ethic with a core commitment to personal and professional responsibility and accountability;
- Organized and detail-oriented without losing sight of the big picture;
- A critical thinker who can focus on both solving near-term problems and finding solutions for longer term success;
- Professionally competent, with confidence tempered by humility;
- Excellent people skills with ability to train others;
- Strong accounting and reviewing skills;
- Extensive skill and experience in municipal finance, budget development, financial reporting, and auditing, with a strong commitment to stewardship and fiscal responsibility;
- A self-starter able to embrace challenges with resilience;
- Approachable and empathetic with a customer service mindset; and
- A role model, coach, and mentor dedicated to the professional development of and care for staff; able to empower employees with a focus on excellent performance, collaboration, and accountability; able to build a competent team and to delegate responsibility where appropriate.

COMPENSATION & BENEFITS

Compensation for the Assistant Director of Finance is dependent on qualifications and experience with an annual starting range of \$125,000 to \$135,000. The successful candidate will be provided with a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits provided for all City employees.

APPLICATION PROCESS

To be considered, qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to Karen Edmonds with the Berkley Group, via email at karen.edmonds@bgllc.net. While this position is open until filled, a formal review of applications will begin on April 27, 2026. However, please note that highly qualified candidates may be invited to interview at any time. Timely submittal will ensure the most advantageous review.

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For Additional Information Visit: www.salemva.gov

The City of Salem is an Equal Opportunity Employer