

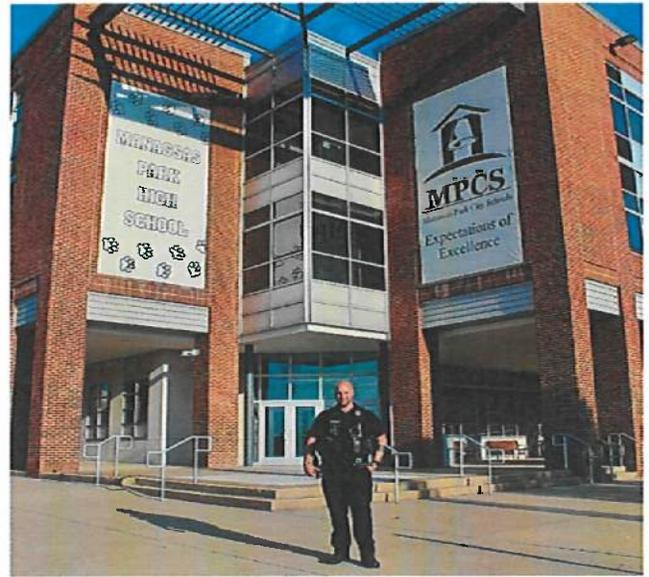


CITY OF MANASSAS PARK

JOB ANNOUNCEMENT

DEPUTY FINANCE DIRECTOR





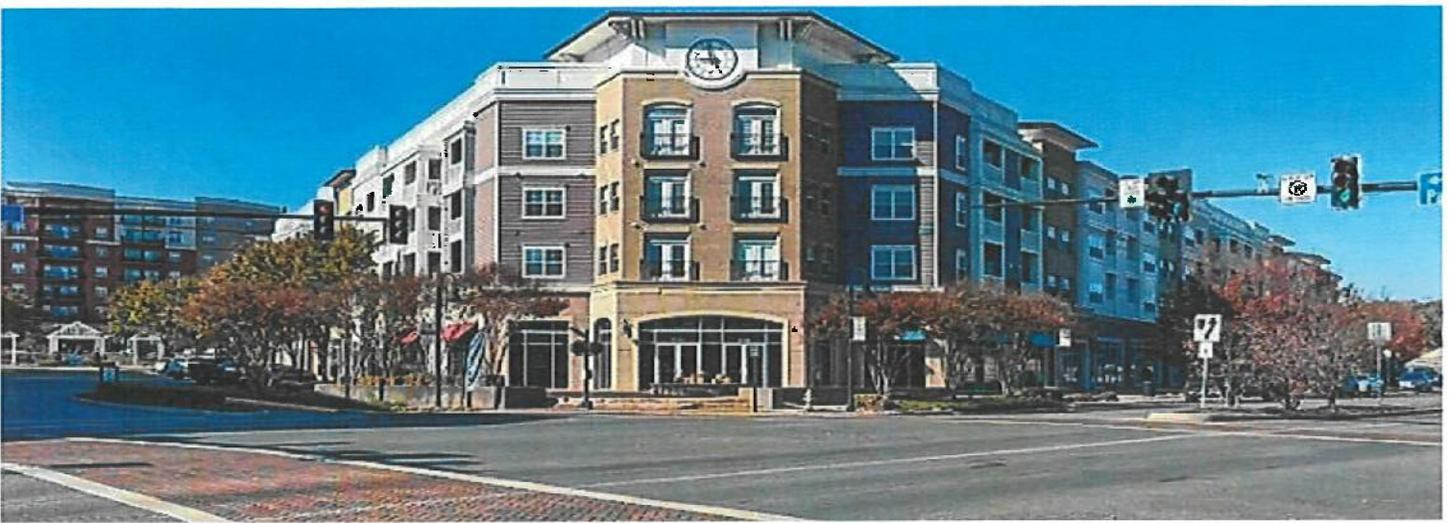
Manassas Park is an independent jurisdiction in Northern Virginia, approximately 30 miles southwest of Washington, DC. The city borders Prince William County and the City of Manassas. Manassas Park offers citizens an established community along with the prospects of significant future residential and commercial development. The desirable living features such as neighborliness and community pride in a small, progressive City environment add to the City's charm.

Job Overview

The City of Manassas Park is seeking an experienced, highly skilled, and solutions-oriented professional to serve as its Deputy Finance Director. This position provides day-to-day leadership for core financial operations and helps ensure the City's financial records, controls, reporting, and processes are accurate, timely, and aligned with best practices.

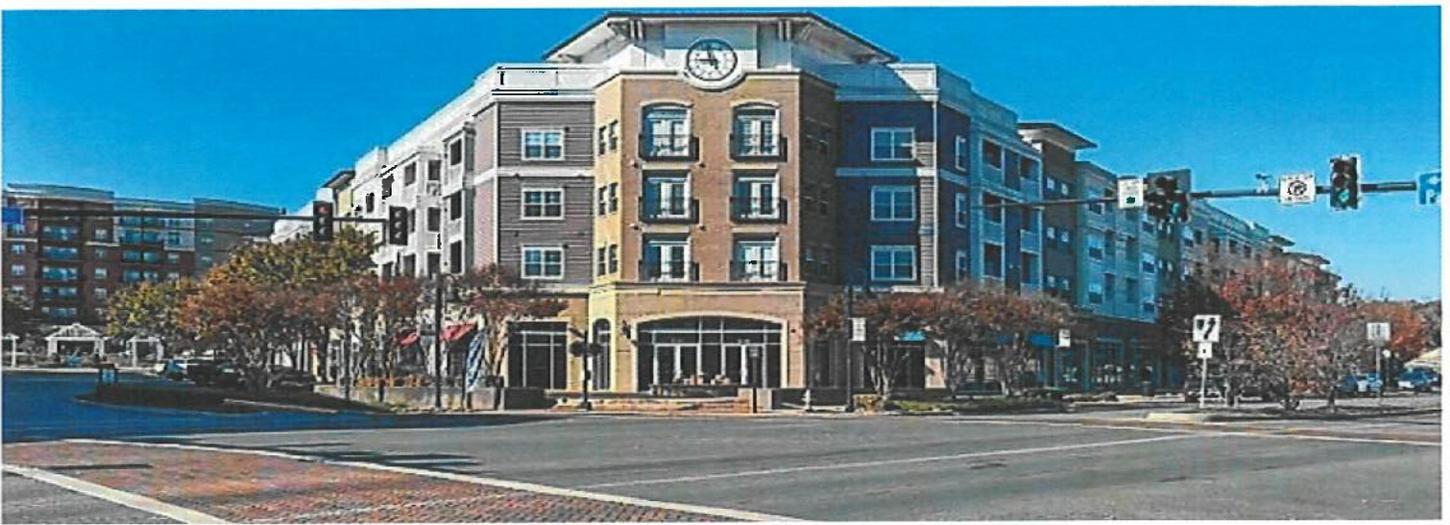
The Deputy Finance Director works closely with the Deputy City Manager of Finance and Administration to oversee several key functions within the Finance Department. The position plays a central role in strengthening the City's audit preparedness, completing and maintaining timely bank and balance sheet reconciliations, improving cash flow monitoring, and refining financial policies and procedures.

All positions at the City of Manassas Park require a customer service mindset, in accordance with the Customer Service-related focus of the City.



Essential Job Functions

- In collaboration with the Deputy City Manager of Finance and Administration, provides leadership for the City's financial operations, supporting both near-term priorities and longer-range planning goals.
- Supports the ongoing management and analysis of the City's fiscal operations to ensure compliance with applicable federal, state, and local requirements, including GAAP, GASB standards, IRS requirements, and other relevant accounting and reporting guidance.
- Prepares, reviews, and presents financial reports, schedules, and decision-support materials for executive leadership, the Governing Body, and other stakeholders.
- Helps identify and address financial, operational, and compliance risks by strengthening internal controls, improving processes, and recommending practical mitigation strategies that support fiscal stability and alignment with City policies.
- Develops, refines, and maintains financial policies and procedures in collaboration with leadership and departments; support implementation through clear communication, training, monitoring, and continuous improvement.
- Monitors and stays current on developments in public finance, financial systems, and guidance; provides recommendations and briefings to leadership to support informed decision-making.
- Oversees month-end and year-end close activities, including journal entries, bank and balance sheet reconciliations, and supporting schedules to ensure accurate and timely financial reporting.



Essential Job Functions (Cont'd).

- Leads audit preparation and coordination, including managing PBC requests, supporting schedules, and response to auditor inquiries; supports preparation of the City's Annual Comprehensive Financial Report (ACFR).
- Supports cash flow management by monitoring cash position, identifying timing issues, coordinating with revenue offices, and strengthening cash forecasting practices.
- Supervises and supports Finance staff by planning work, assigning projects, reviewing work products, coaching, and supporting staff development.
- Supports debt administration, compliance, and ongoing analysis, including maintaining debt schedules, evaluating structure and affordability, and developing recommendations related to refinancing or early payoff opportunities as appropriate.
- Performs other duties as assigned.
- In addition to the above-mentioned job responsibilities, all positions at the City of Manassas Park are expected to promote a culture of civility, where respectful engagement, open communication, and collaboration are standard practices.



Minimum Education, Training and Experience

- Requires a bachelor's degree in accounting, finance, public administration, business administration, or a closely related field.
- Requires a minimum of five (5) years of progressively responsible experience in governmental accounting, public finance, or a closely related field. Including at least two (2) years of supervisory experience or a management role.
- Strong working knowledge of GAAP and GASB standards and the application of internal controls.

Preferred Qualifications

- Certified Public Accountant (CPA) and/or Certified Government Finance Officer (CGFO).
- Master's degree in accounting, finance, public administration, or a related field.
- Experience with Tyler Technologies ERP solutions (e.g., Munis and/or Tyler Enterprise ERP).

Special Requirements

A cover letter and resume are required with the application.



ADA Compliance

The City of Manassas Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Manassas Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

1. Work is performed primarily in an office environment with periodic evening meetings.
2. Requires the ability to sit/stand for extended periods and use standard office equipment.
3. May require occasional travel to City facilities/meetings.

Authorized Hiring Range: \$110,000.00 - \$130,000.00 (DOQ)

If you are interested in becoming a member of our team, you must complete an application form and submit it to the City of Manassas Park, Human Resources Department, 100 Park Central Plaza, Manassas Park, VA 20111, or fax/email: 703-335-1405 / humanresources@manassasparkva.gov You may obtain an employment application by going to the following link: <https://manassaspark.rja.revize.com/forms/3556>

First Submission Review: April 17, 2026

The City of Manassas Park is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

"The Newest City in Northern Virginia"

100 Park Central Plaza, Manassas Park, VA 20111
703-335-8800 | www.manassasparkva.gov

