



*Offers the Position of*  
*Director of Finance*



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## About Albemarle County

The Albemarle County Service Authority (ACSA) is located in beautiful and historic Albemarle County, Virginia. Albemarle County is nestled at the foot of the Blue Ridge Mountains, approximately 100 miles southwest of Washington, D.C. and 65 miles west of Richmond. Recognized as one of the best places to live in the country, Charlottesville and Albemarle has a highly skilled workforce, many large employers, excellent schools, and one of the finest teaching hospitals in the country, with an abundance of cultural, historical, and leisure opportunities. Albemarle County is home to Monticello, the home of Thomas Jefferson, and the University of Virginia. There are extensive choices for fine dining and world-class entertainment venues. The County proudly boasts two state-designated scenic rivers, and borders the Shenandoah National Park and Skyline Drive; over 2,000 acres are maintained for leisure activities such as swimming, hiking, biking and fishing.



## About the ACSA And Its Function



The ACSA provides water distribution and sewer collection services to more than 23,000 customers, serving over 91,000 Albemarle residents. Albemarle County is a growing community with average growth rates of over 2% per year in new ACSA customers. The ACSA is the water and sewer retailer for Albemarle with major service areas in the urban areas, including Crozet and Scottsville. The community enjoys a high quality water supply recently expanded from a protected watershed contained almost entirely within the County's borders. The ACSA is an independent separate authority and is solely self-supported from water and sewer fees, with no local tax funding. The ACSA purchases water and wastewater treatment from the regional Rivanna Water and Sewer Authority (RWSA) which serves two customers: The ACSA and the City of Charlottesville. The RWSA is responsible for the safe impoundment of the water supply, dams and reservoirs, and the water and wastewater treatment plants and major lines to the retail providers. The ACSA Executive Director sits on the Board of Directors of the RWSA. About 65% of the ACSA budget is for RWSA treatment costs and capital related debt service. The ACSA distributes the treated water, and collects sewage for treatment, while maintaining, expanding, and replacing its infrastructure in Albemarle County. The ACSA Board of Directors adopts the various water and sewer rates, and other charges and fees that are 100% of the revenues for the Authority. The ACSA has one outstanding bond. The ACSA and its Director of Finance has received 42 consecutive Certificates of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

## The Position

Albemarle County Service Authority (ACSA) is seeking their next Director of Finance to provide strategic leadership planning, directing, coordinating, and supervising a team of 17 engaged employees. The Director of Finance performs and oversees all aspects of the Finance Department, including the functions of customer service, meter operations, and accounting. Directs the preparation and maintenance of financial records, reports, statements and audits. Oversees collection of all rates and fees, and enforcement of all related policies; maintains and revises rate model and develops projections and recommends rates to



Executive Director and Board of Directors. Develops, directs, and evaluates all financial and fiscal operations of the ACSA. Directs the development and implementation of the ACSA's annual operating and capital budgets.

The Director of Finance manages investments of available funds, manages banking relationships and oversees compliance with bond indenture requirements. Monitors cashflow and overall revenue stream and oversees internal controls to safeguard assets and revenue reporting. Plans and supervises the preparation of studies, cost analyses, and correspondence.

The Director of Finance directly oversees 3 FTEs the Customer Service Supervisor, Meter Operations Supervisor, and the Accounting Supervisor.

## **Issues And Challenges**

- Develop strategies to keep ACSA rates affordable and a good value.
- Communicating to our customers safe, clean, and reliable water.
- Enhancing the customer "experience", exceeding customer expectations; improving business processes.
- Effectively communicate with team members, employees, and water partners.
- Project management.
- Development of ACSA Budget, Rates, and Capital Improvement Program.
- Building relationships with leadership team, staff, Board, water partners, customers, community groups, and consultants.
- Succession planning for next levels of leadership; leadership development and training; continued recruitment and retention of a high-skilled workforce.
- Support the successful implementation of Customer Information System (CIS).
- Maintaining and enhancing an employee centric culture with high performance teams.
- Demonstrated experience working collaboratively with other departments.
- Leadership and support of the ACSA's 5-year Strategic Plan.

## **Qualifications**

- Minimum requirements include a bachelor's degree in finance, accounting or a related discipline.
- A minimum of seven years of progressive experience with a significant concentration in accounting, and extensive experience in public finance administration, including thorough knowledge of enterprise fund accounting.
- Background in all key areas of utility finance/Governmental accounting. Annual Comprehensive Financial Report development experience. Demonstrated ability to manage a Finance Team in project management, problem solving and day to day operations.
- Demonstrated computer expertise in financial modeling and analysis; spreadsheets. ERP experience.
- Master's Degree and CPA strongly preferred. Knowledgeable of GASB/GAS/GAAP/etc.
- Strategic leader with emphasis on cross-departmental collaboration and team development.

## Traits Of A Successful ACSA Director Of Finance Candidate

- Ability and confidence to act as the Director of Finance for the ACSA.
- Demonstrated experience working collaboratively with staff, the community, suppliers, outside consultants, and ACSA Board; as well as multiple organizations and other stakeholder entities such as Albemarle County, City of Charlottesville Utilities, and the Rivanna Water and Sewer Authority (RWSA), as necessary.
- Demonstrated experience preparing and presenting financial information to the Board of Directors.
- Demonstrated experience with financial management, forecasting planning and budgets, as well as project management experience.
- Demonstrated experience in leading, and maintaining a positive work culture through effective teambuilding, facilitating positive, collaborative, and group interactions; as well as co-lead, and recruit interdepartmental teams and build the capabilities of driven, bright, and diverse personnel.
- Demonstrated ability to support an employee-centric environment through engagement, supportive encouragement, investing, showing interest in staff development, and creating pathways and embracing diversity, equity, and inclusion opportunities and challenges across the organization.
- Demonstrated strategic thinker who focuses on the big picture and actions for the long-term financial future of ACSA and our customers. A leader who engages with staff and the Board using proper ethical behavior and practices, operational, and technical matters.
- Attendance at meetings, conferences, seminars, and training sessions is required occasionally.

## Personal And Professional Attributes

- Strong Leadership with the ability to create buy-in to a shared vision of a future ideal, working to achieve that unity and sustain this approach for employees; as well as foster a culture of teamwork and collaboration through mutual support, open communication, and a shared commitment to ACSA's success.
- Promote and build a healthy work relationship with others by establishing trust, loyalty, confidence, honest genuineness, openness, approachability, and integrity; as well as exhibit the highest level of integrity through honesty, strong moral and ethical values in all interactions, decisions, and communications.
- Demonstrate the ability to innovate through the process of creating and implementing new or significantly improved ideas to existing challenges. The ideal candidate will be open to new ways of doing the ACSA business, and when identified to have the skills and team support to pursue a new direction.
- Demonstrated effective communication through active listening and constructive feedback, providing clear direction with transparent motivation.
- Demonstrated consensus builder possessing the ability to work in a true team environment with the exceptional ability to delegate and empower staff.
- Candidates should be experienced in allocating financial and operational resources, monitoring workloads, establishing positive internal and external relationships, and identifying opportunities for improvement.
- The new Director of Finance will join a committed leadership team who work well together. The right fit will have outstanding financial communication, personnel management, and leadership skills. They will be a team builder and team player with skills in motivating top-notch staff. They will enjoy mentoring employees and supporting them in their personal and professional development.



## Compensation And Benefits

The expected hiring range is \$126,354 - \$151,625 depending on qualifications and experience, with an excellent benefits package. Benefits offered include the following:

- Health and Dental Insurance
- Employee Health Clinic
- Retirement plan (ACSA participates in the Virginia Retirement System)
- Matching Deferred Compensation
- Life Insurance
- Personal Accident and/or Cancer Insurance
- Gym Memberships
- Employee Assistance Programs
- Flexible Spending Accounts
- 13 Paid Holidays
- Various Employee Discounts

## How To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. **Candidates are encouraged to apply immediately.** To be considered, submit a cover letter, resume, and five professional references. Email submissions may be directed to Emily Roach, the Director of Human Resources and Administration at [hr@serviceauthority.org](mailto:hr@serviceauthority.org) including "Director of Finance Search" as the subject header. The Director of Human Resources and Administration will work in concert with the Executive Director to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment brochure. The position will remain open until filled with a first review of applications **beginning April 17, 2026.**