

FINANCE DIRECTOR

CHINCOTEAGUE, VA





Town of Chincoteague

Beautiful Land Across the Water

Chincoteague, Virginia is seeking an experienced local government professional to serve as its Finance Director. Under the direction of the Town Manager, the successful candidate will be a key member of the Town's leadership team and provide strategic financial guidance to the Town Manager, and all departments. The position will be responsible for planning, directing and overseeing all financial operations of the Town of Chincoteague. This includes budget development, accounting, financial reporting, auditing, payroll, purchasing, grants management, revenue collection, and long-range financial planning.

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 Finance Director.

To be considered, qualified candidates are encouraged to submit a cover letter, resume, and professional references to the Berkley Group, via email at jenelle.richards@bgllc.net. This position is open until filled. A review of applications will begin on or after March 9, 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:

Jenelle Richards

Berkley Group, LLC

P.O. Box 181

Bridgewater, VA 22812

Email: jenelle.richards@bgllc.net

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COMMUNITY BACKGROUND

Located on Virginia's Eastern Shore, the Town of Chincoteague offers the unique charm of a coastal island community combined with access to the natural beauty and cultural heritage of the region. Chincoteague is a close-knit community of approximately 3,200 residents, known for its scenic waterfronts, rich maritime history, and welcoming small-town atmosphere.

The town encompasses just over two square miles and is characterized by residential neighborhoods, local businesses, working waterfronts, and tourism-related enterprises. Chincoteague is adjacent to the Chincoteague National Wildlife Refuge and Assateague Island National Seashore, providing abundant opportunities for recreation, boating, fishing, and wildlife viewing. The local economy is supported by tourism, seafood harvesting, and small businesses.

As of 2024, the Town of Chincoteague has an estimated population of 3,279 residents. The Town's residents are 93.2% White and 4.9% two or more races (population and demographic information from U.S. Census estimates). The median household income is \$62,292, and the poverty rate is around 7-11%.





LOCATION

Located on Virginia's Eastern Shore, the Town of Chincoteague is part of Accomack County and lies approximately 90 miles north of Norfolk and about 140 miles east of Richmond. Chincoteague is accessed primarily via State Route 175, which connects the island to U.S. Route 13, the main north/south highway serving the Eastern Shore. The town's location offers a balance of island living with reasonable access to regional amenities.

Interstate highways I-64 and I-95 are accessible via the Hampton Roads region, within a reasonable driving distance. Air service is available at Salisbury-Ocean City Wicomico Regional Airport in Maryland, approximately 50 miles north, and Norfolk International Airport, located about 90 miles to the south. Amtrak rail service is available in the Hampton Roads area, including stations in Norfolk and Newport News, providing passenger rail connections to major cities along the East Coast.

ECONOMY

Chincoteague, Virginia, is a vibrant island community with a dynamic economy anchored in tourism, commercial fishing, and small business development. The town draws visitors year-round with its renowned wildlife refuges, beaches, and cultural attractions, supporting a thriving hospitality and service sector. Its working waterfront, seafood industry, and local entrepreneurship provide a stable economic base, while the community's strong sense of place and natural assets create an exceptional quality of life for residents and professionals alike.

EDUCATION

Chincoteague is proud of its small, close-knit public school, which is a part of the Accomack County Public School system, which serves the island community with a strong focus on student achievement and individual attention. The Chincoteague Elementary School and Chincoteague High School together educate the town's students, providing a supportive learning environment for all grade levels. High school students also have opportunities to pursue vocational and technical training through nearby programs on the Eastern Shore, including courses in marine science, hospitality, and agriculture.

For higher education, residents have access to colleges and universities within reasonable commuting distance, including Eastern Shore Community College, Salisbury University, and other major universities in Norfolk, Hampton, and the broader Hampton Roads region. These institutions provide a wide range of academic, technical, and professional training opportunities, supporting lifelong learning for Chincoteague residents.

CHINCOTEAGUE PONY SWIM & AUCTION

Chincoteague's signature event is the annual Pony Swim and Auction, held each July and attracting visitors worldwide. This historic tradition, dating back over a century, involves the rounding up of the iconic Chincoteague Ponies from Assateague Island, their swim across the channel, and the auction of select foals to support the local fire company. Beyond its cultural and historical significance, the event is a major driver of the town's economy, supporting tourism, hospitality, and local businesses. It showcases Chincoteague's strong sense of community, unique coastal heritage, and vibrant island lifestyle, making it a defining feature of the town's identity.

TOWN GOVERNMENT

Chincoteague's town government is composed of a Mayor and six council members, each with a four-year term. The council sets local policy, passes ordinances, approves the budget, and represents the community's priorities. The council focuses on the big-picture direction of the town, strategic priorities such as land use, public safety, and long-term planning, while working to preserve Chincoteague's small-town character and coastal heritage.

Day-to-day operations are handled by the Town Manager, who is appointed by the council. The manager oversees municipal departments such as public works, utilities, emergency services and administrative services, ensuring that council policies are carried out efficiently. This structure allows Chincoteague to balance democratic accountability with professional management, which is especially important for a town that supports year-round residents while also accommodating a large seasonal tourism population.



THE POSITION

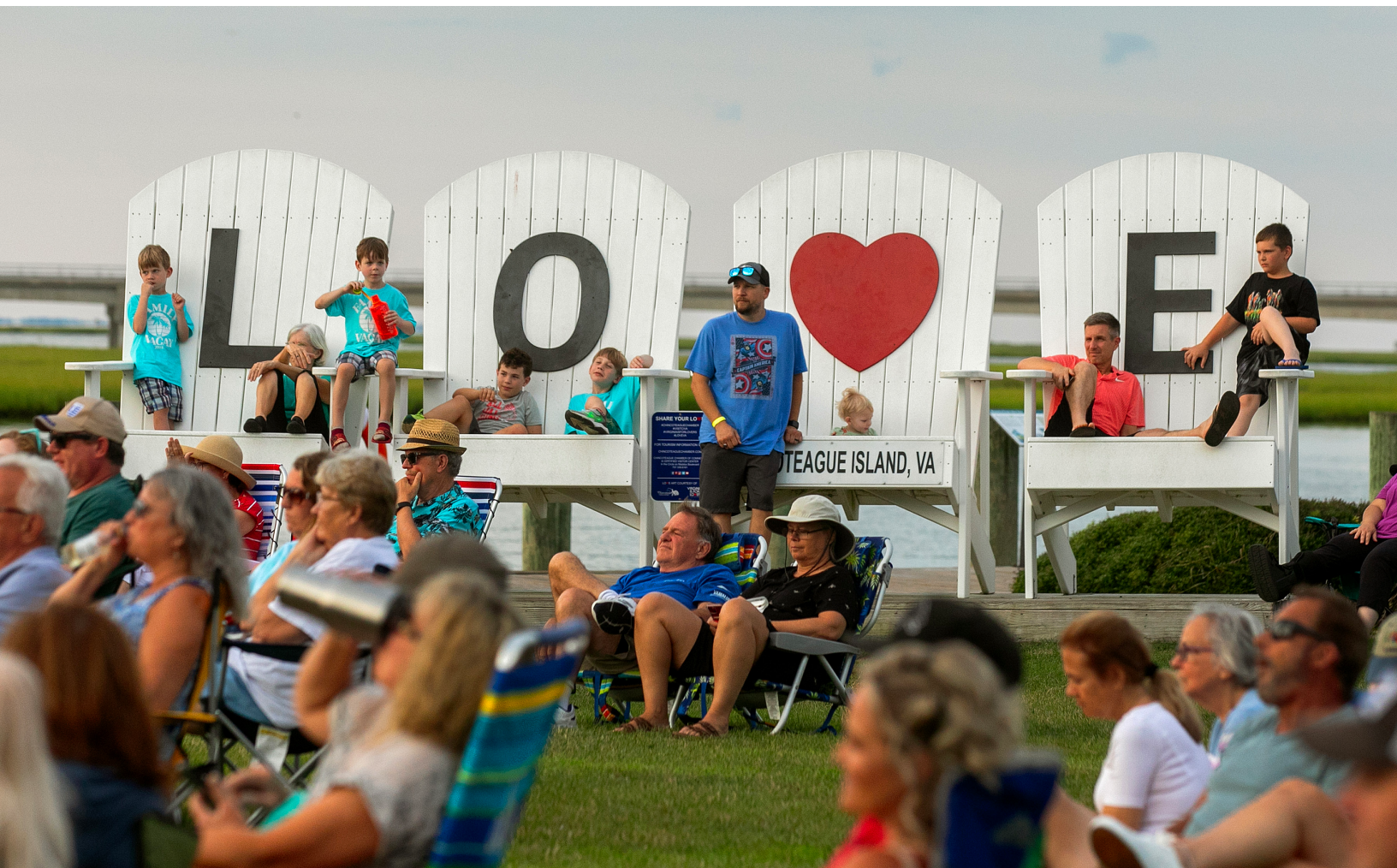
The Finance Director ensures compliance with all applicable federal, state, and local laws and regulations, including the Virginia State Code, GASB standards, and Generally Accepted Accounting Principles (GAAP). Work is performed under the supervision of the Town Manager. Essential functions include:

- Leads and manages all financial functions of the Town, including accounting, accounts payable, accounts receivable, payroll, purchasing, and utility billing.
- Develops and administers the Town's annual operating and capital budgets in conjunction with the Town Manager; prepares revenue forecasts and expenditure projections.
- Prepares and presents monthly, quarterly, and annual financial reports to the Town Manager.
- Oversees preparation of the Annual Comprehensive Financial Report (ACFR) and coordinates the annual external audit.
- Ensures compliance with GAAP, GASB, Virginia procurement laws, federal grant requirements, and internal controls.
- Manages Town investments, cash flow, debt service, and long-term financial planning.
- Reviews and updates financial policies, procedures, internal controls, and procurement standards.
- Ensures proper collection and recording of all Town revenues, including taxes, fees, grants, and intergovernmental transfers.
- Supervises and evaluates Finance Department personnel; provides training and professional development.
- Oversees grants accounting and financial administration for state and federal programs.
- Provides financial analysis and recommendations to assist the Town Manager in decision-making.
- Serves as purchasing agent and supervises purchasing compliance.
- Ensures timely and accurate payroll processing and benefits accounting.
- Participates in strategic planning, capital improvement planning, and policy development.
- Performs other related duties as assigned by the Town Manager.

PRIORITIES

The Town has identified the following priorities for the Finance Director:

- Foster strong, collaborative, and positive relationships with partnering agencies and the community to ensure alignment and transparency
- Assess current Finance department operations and develop recommendations for improving processes as needed
- Become familiar with active Town projects, and manage projects as assigned
- Collaborate with the Town Manager on the upcoming FY2027 budget
- Work with the Town Manager to align priorities and plan organizational improvements
- Reconcile funding availability for current and planned capital projects and provide funding source options for Town Council consideration to support the Capital Improvement Plan
- Draft and present procedures to adhere to existing financial policies for approval by the Town Manager and Council, providing a clear framework for financial decision-making and accountability
- Establish and implement comprehensive standard operating procedures to streamline workflows, enhance consistency, and support departmental efficiency
- 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
- Conduct a thorough evaluation of potential financial management software to determine feasibility and improvements, aiming to optimize department functionality
- Actively pursue opportunities to highlight Town of Chincoteague's financial management achievements, including efforts towards earning the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.





PERSONAL TRAITS & DESIRED CHARACTERISTICS

- Demonstrates absolute integrity, fostering ethical, equitable, honest, fair, and transparent interactions with Council members, community members, and Town employees.
- A strong work ethic with a deep commitment to personal and professional responsibility and accountability.
- An detail oriented financial manager who is adept at communicating complex procedures and situations to lay persons.
- An effective and genuine listener who is approachable, team-oriented and eager to collaborate.
- 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 effective solutions for longer-term success;
- Professionally competent, with confidence tempered by humility;
- Experience in municipal finance, budget development, financial reporting, and auditing, with a strong commitment to stewardship and fiscal responsibility;
- An ethical steward of public funds;
- A self-starter able to embrace challenges with resilience;
- A creative leader able to address difficult issues, who constructively questions the status quo while respecting and building upon established effective practices;
- Approachable and empathetic with a customer service mindset
- A role model, coach, and mentor for Town employees; dedicated to the professional development of 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.

QUALIFICATIONS, EDUCATION & EXPERIENCE

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

- Bachelor's degree in business administration, accounting, finance, or related field, and five to seven years of progressive experience in government or public finance government. Master's degree preferred.
- Proven supervisory experience is required for this role.
- Certified Public Accountant (CPA), Chief Procurement & Finance Officer (CPFO), Certified Government Financial Manager (CGFM) or similar professional certification is preferred but not required.
- Proficient in financial management software, preferably Southern Financial or a comparable platform
- Possession of a valid Virginia driver's license, or the ability to obtain one, is required.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

COMPENSATION & BENEFITS

Compensation for the Finance Director is dependent on qualifications and experience with an annual starting range of \$85,000- \$110,000. The successful candidate will be provided with a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, annual and sick leave, professional development support, and other benefits provided for all Town employees.

APPLICATION PROCESS

To be considered, qualified candidates are encouraged to submit a cover letter, resume, and professional references to the Berkley Group, via email at jenelle.richards@bgllc.net. This position is open until filled. A review of applications will begin on or after February 23, 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, please visit <https://chincoteague-va.gov/>.



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