



# DIRECTOR OF FINANCE

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## STAFFORD COUNTY, VIRGINIA

First Review of Applications: August 16, 2023



## The Position

The Director of Finance will be forward looking, a change agent who is seeking organizational effectiveness and efficiencies. The Director will perform complex professional and administrative work that will consist of planning and directing financial and accounting systems, information flow, administrative policies, and asset controls for efficiency and effectiveness while developing comprehensive financial strategies and devising and evaluating organization structures. Other crucial areas for the Director will involve developing debt management policies and financial strategies, coordinating and analyzing intergovernmental financial matters, overseeing and supervising the preparation and maintenance of financial and accounting records and files. This position reports to the Chief Director of Financial Services.

Major responsibilities include:

- Manages the development of the Annual Audit
- Reviews financially-related procedures and technology for organizational efficiency and effectiveness
- Plans, organizes and directs the activities of the Department of Finance
- Coordinates and works closely with the Commissioner of the Revenue, Treasurer, Management and Budget, and Procurement Division
- Establishes and maintains all financial and accounting systems for the County
- Represents the County by coordinating with outside accounting, finance and audit personnel
- Recommends development, acquisition and modification of accounting, finance and related information systems
- Oversees the preparation of the County's financial Annual Comprehensive Financial Report
- Oversees the assistance offered to other departments in the uses of the financial, accounting and payroll systems and in the interpretation and applications of the systems' information
- Develops, analyzes, and evaluates funding schedules relative to items that have an effect on future anticipated operations
- Prepares comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years
- Oversees and prepares various periodic and special reports and financial analyses for County operations
- Oversees the risk management and insurance program

## Desired Capabilities

- Comprehensive knowledge of principles, policies and procedures pertaining to governmental finance and accounting; comprehensive knowledge of modern public administrative and fiscal operations
- Intra- and inter- department team building abilities which produce an improved customer service experience
- Thorough knowledge of the funding process in the municipal environment as related to budgeting, cost accounting, financial planning and management; thorough knowledge of federal, state and local regulatory requirements
- Knowledge of public finance, auditing, accounting, debt issuance, and budgeting
- Ability to plan, direct and leverage strong analytical and leadership skills to plan, direct, and coordinate multiple projects and management issues
- Ability to be a strategist for the long term success of Finance
- Capacity to conduct financial studies and make sound financial recommendations
- Ability to plan, supervise, and evaluate the work of others; and provide mentorship
- Capacity to objectively evaluate situations and make decisions
- Communicate effectively orally and in writing to include effective oral presentations and written reports
- Establish and maintain an effective working relationship with the general public, County officials, and employees



# The Community

Stafford County, Virginia is ideally located along the Interstate 95 corridor just 25 miles south of Washington, DC and 50 miles north of Richmond. The County has a diverse population of over 156,927 residents as of the 2020 census, and is one of the fastest-growing counties in Virginia and the United States. The County continues to experience growth in its diversity and expends considerable effort to ensure the community's future needs remain a priority. Stafford has a wide variety of living choices, including waterfront, golf club communities, gated communities, suburban, country, and active adult communities.

Stafford County is a flourishing community that continues to achieve all that our residents, businesses, and visitors have come to imagine. Stafford is a great place to call home from its early beginnings that are deep-rooted in our nation's history to the evolution into a progressive and well-designed locality. It places the citizens first, ensuring that our home is always welcoming and our businesses continue to prosper.

Founded in 1664, the County has strong connections to events that shaped the nation's history. Most notably, the County's prosperous iron industry attracted Augustine Washington and his family, including a six-year-old son named George, to Ferry Farm in Stafford. The future president spent his formative years there until he reached young adulthood. Stone from its quarries helped to build the US Capitol and other prominent buildings in Washington DC. During the Civil War, Stafford served as a logistical and transportation center for both northern and southern forces. It was the site of the first naval engagement of the war. It served as a significant starting point for African Americans seeking freedom from slavery. Several professional and Olympic athletes attended Stafford county schools.

For more details visit: <https://staffordcountyva.gov/index.php>



## The Organization

The County of Stafford operates under the traditional Board-Administrator form of government where the seven-member Board appoints the County Administrator.

The Director of Finance is under the general supervision of the Chief Director of Financial Services and is responsible for oversight of the County's general financial operations. The Director of Finance plans, directs, and supervises the County's accounting, auditing, cash flow, capital financing, payroll, risk management, records management, and related systems and staff.

Critical to the organization is the continued development of the finance program, including staffing, policies, procedures and end-user training. Along with, designing, procuring, and implementing a new finance system and its related documentation.

The County's FY2024 adopted budget includes funding for 1,164 full-time employees and has an overall operating and capital budget of just over \$1B.

Stafford County prides itself on citizen involvement, innovation and efficient use of municipal resources.





## ORGANIZATIONAL VISION

Through a culture of enthusiasm, creativity, and continuous improvement, we serve to make a difference



## ORGANIZATIONAL VALUES

### Proactive Ownership

We take initiative and act on the belief that our everyday efforts, no matter how small, will have far-reaching effects on the entire organization

### Infinite Possibilities

We encourage imagination, opportunities and solutions in our delivery of service

### Customer First

We value, respect, and listen to both our internal and external customers. We take responsibility in our words and in our actions to create a positive experience for all

### Stronger Together

We expect and encourage participation and collaboration every day

### Ardent Learners

We are committed to continuous learning and growth opportunities

### Unwavering Respect

We value and appreciate each other





## Qualifications and Experience

Requirements include any combination of education and experience equivalent to a master's degree in public or business administration, finance, or a related field and a minimum of seven (7) years' experience in state or local government finance or accounting, including at least five(5) years of senior management level responsibilities. Prior experience working for a Virginia local government is highly recommended for this position. Certifications may include a CPA or a Certified Public Finance Officer "CPFO" certification from Government Finance Officers Association (GFOA).

## Compensation and Benefits

The salary range for this position is \$130,000- \$158,000 and is negotiable based on the candidate's qualifications and experience. Benefits include, but are not limited to, participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses.

## Application and Selection Process

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

**<https://governmentjobs.com/careers/bakertilly>**

Qualified applicants are asked to apply by August 16, 2023. We will evaluate all applications against the criteria established by Stafford County and outlined in this brochure. For more information, please contact Anne Lewis at [anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com) or 703-923-8214.

*Stafford County, Virginia is an Equal Opportunity Employer.*

