

Chief Financial Officer

The Town of Colonial Beach is currently accepting applications for the position of Chief Financial Officer (CFO). Colonial Beach is an independent town in Westmoreland County, Virginia with a population of approximately 3,600. The CFO reports directly to Town Council and is responsible for all of the Town's revenue results utilizing generally accepted accounting principles, such as cost accounting, budgets, and regulatory agency and government reports ensuring the safeguard of the Town's financial assets; and follows all applicable Town of Colonial Beach Ordinances and Town of Colonial Beach financial procedures. Candidates should possess a minimum of a bachelor's degree in accounting/finance supplemented by 5-plus years of progressively responsible experience in local government administration.

The Position Description and Application Instructions are available:

<http://www.colonialbeachva.net/> or Contact Kathleen Flanagan, Town Clerk, at 315 Douglas Avenue, Colonial Beach, Virginia 22443, kflanagan@colonialbeachva.net

Application Deadline: Open until filled

Position Type: Full Time

Salary: Up to \$80,000 DOQ

Benefits: Yes, Full Benefits

Job Category: Chief Financial Officer

Type of Employment: At Will Employee

Job Location: Colonial Beach, Virginia

City, Town, or County: Town of Colonial Beach

Note:

The Town of Colonial Beach is an equal opportunity employer and hires on the basis of individual merit and qualifications and without regard to race, color, sex, age, religion, national origin, political affiliation or handicap.

Chief Financial Officer

Application Instructions

In order to be considered for the position of Chief Financial Officer, each applicant shall address each of the following:

1. Demonstrated ability to perform the Financial and Budgetary functions identified in the attached Position Description
2. Demonstrated ability to share information with an elected governmental body
3. Demonstrated ability to identify customer needs and deliver customer focused services
4. Demonstrated ability to evaluate and improve processes while reducing costs
5. Demonstrated ability to write effectively
6. Demonstrated ability to speak effectively

Application Instructions:

In order to be considered each applicant must submit the following:

1. Cover Letter
2. Responses to each of the six (6) Knowledge Skills and Abilities listed above
3. Detailed Resume (including work history, salary and name of supervisor with contact information)
4. Last Performance Evaluation (if not available explain)
5. Contact information for three References

Mail:

315 Douglas Avenue
Attn: Town Clerk
Colonial Beach, Virginia 22443

Electronic Submission:

kflanagan@colonialbeachva.net

Job Description

Title: **Chief Financial Officer/Treasurer**

Reports To: Town Council

Classification: Exempt

I. Primary Function/General Purpose:

The Chief Financial Officer/Treasurer is responsible for managing the Town of Colonial Beach's financial operations in accordance with generally accepted accounting principles issued by the Governmental Accounting Standards Board (GASB). The Chief Financial Officer/Treasurer maintains custody of all locality funds and possesses responsibility for the deposit, investment and disbursement of these monies.

This position supports six (6) elected Town Council Members, one (1) elected Mayor, the Town Manager, a Police Department, Public Works Department, Waste Water Treatment Plant, Building/Zoning Department, Independent School System, approximately 55 Town employees and approximately 3600 taxpayers. The Chief Financial Officer/Treasurer is responsible for the supervision of office Treasury Staff.

II. Employment Qualifications:

- BA/BS degree with emphasis in accounting, finance or related field
- Governmental accounting management preferred
- Experience in a municipal setting preferred
- Minimum of 5+ years of progressively responsible experience
- Knowledge of all aspects of financial management including accounting, cash management, budgeting, debt management, financial analysis, investments, revenue, tax billing, delinquent collections and payroll
- Excellent analytical, reasoning and problem-solving skills
- Ability to make sound decisions
- Ability to focus attention on accuracy and details
- Ability to communicate effectively both orally and in writing
- Strong project management and project leadership skills
- Computer skills with proficiency in using MS Office software
- Capable of working under time constraint and in an unstructured environment
- Ability to represent the Town in a professional, courteous and efficient manner
- Possess a valid Virginia Driver's License and insurance

III. Essential job functions:

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop and manage a reliable cash flow projection process to ensure fund availability to meet operating needs
- Provides cash management, investment and asset management; explores new investment opportunities and provide recommendations on potential returns and risks
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position; establishes and maintains a structured banking relationship and partnership to maximize investments
- Oversees revenue collection and treasury operation; oversight of accounts through planning, direction, controls and coordination of accounts payable, payroll, benefit administration, risk management, fraud prevention and records management
- Prepares for and oversees the annual audit
- Provides direct management of on-time billing for, but not limited to, real estate, personal property, water/sewer, rentals & negligent property owner fees
- Analyzes, interprets, and communicates financial information to provide guidance to Town Council, Town Manager, Departments heads
- Assists other departments and managers regarding financial issues and questions
- Participates with the Town Manager in preparing and monitoring annual budget; provides continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets
- Prepares and provides monthly financial reports to Town Council, Town Manager and Department Heads
- Ensures financial compliance with Town Ordinances
- Prepares and presents recommendations on Ordinances and/or Procedures for consideration and approval by Town Council
- Oversees the Town's financial plans and policies including planning, controlling and directing the Town's accounting and financial technology reporting system
- Performs all duties of the municipal finance officer as set forth in State law
- Provides leadership, training and supervision of the Finance Department Staff
- Establishes and monitors controls to evaluate performance; takes appropriate actions to correct performance; prepares performance evaluations
- Attends Town Council meetings and work sessions

- Must maintain a membership in good standing with the Treasurer's Association of Virginia and annually submit positive adherence to their Code of Ethics Policies and Guidelines

IV. Other Job Functions:

- Processes taxes, abatements, supplemental tax bills, utility bills, and quarterly reports
- Performs tax collections.
- Initiates and participates in delinquent tax sale management and interface with tax sale attorney by providing timely information, participating in hearings, summons and depositions terminating in the sale of property
- Acts as resource on State Laws regarding delinquent tax sales and bankruptcy
- Develops and maintains interface with Westmoreland County for real estate and personal property tax billing and collection
- Keeps the Town Manager apprised of budget abnormalities
- Manages the Town's credit card acceptance; Setup, review, and reconciliation of merchant accounts; monitors user fees to maintain cost effective level vs profitability
- Oversees the management of the town chart of accounts, general ledger and all subsidiary ledgers ensuring compliance to acceptable accounting practices and procedures
- Conducts Accounting Software support and management; interfaces with departments for support and user access
- Picks up Town mail at Post Office daily
- Takes daily revenue deposits to the bank
- Signs checks

V. Physical demands:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force regularly to move objects
- Work requires standing or sitting for prolonged periods of time
- Work may require crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- The worker is not subject to adverse environmental conditions.
- The worker operates office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard

I. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

- This job operates in a clerical office setting.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The noise level in the work environment is usually moderate

Please note this job description does not constitute an employment agreement between the employer and employee and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.