



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Director of Finance

The City of Falls Church seeks candidates for the position of Director of Finance, to serve as the City's chief financial officer and General Manager for Administrative Services. This highly responsible position reports to the City Manager and requires the full range of technical, management, teamwork, and leadership skills. The successful candidate must enjoy and be competent in hands on technical work, effective presentations before City Council, and high level financial planning.

Responsibilities:

- **Audit:** directs the annual audit and Comprehensive Annual Financial Report (CAFR) in conformance with state and federal law, and the accounting principles as promulgated by the Governmental Accounting Standards Board (GASB).
- **Financial Condition:** prepares regular (monthly, quarterly, and year-end) financial reports for the City Manager that detail year to date expenditures to budget, year to date revenues to budget, updated fund balance projections, pension fund condition, and the like; alert management to financial trends that may diverge from assumptions built into the annual budget. Presents financial information to the management, City Council, School Board, community groups in a clear, well organized manner so that the financial aspect of any policy decision is well understood.
- **Financial Control:** oversees expenditures with appropriate financial control with the highest ethical standards, in accordance with applicable City ordinances and charter, adopted Council policy, state and federal law, and GASB standards.
- **Budget Development:** plays a key role in developing the annual budget for the City General, Capital, and Utility Enterprise Funds; prepares revenue estimates (using diverse local, regional, state, and national sources of information); advises City Manager on tax rates, utility rates, and all revenue sources; advises the City Manager on expenditure requests from all departments as the City Manager develops budget recommendations for the City Council; provides estimates on revenue and expenditure for multi-year financial planning as part of budget deliberation by City Council; serves as a resources for management, City Council, School Board in all budget and financial planning matters.
- **Capital Budgeting:** advises City Manager, City Council, School Board, and Planning Commission on the impact of the Five-Year Capital Improvements Program on the City's financial condition, with respect to debt service levels, fund balance levels, debt to assessed value and other key metrics of financial sustainability.
- **Financial Policy:** advises the City Manager and the City Council on appropriate financial policies relating to the use of fund balance, debt service levels, implementation of GASB accounting rules, and the like, with an understanding of rating agency metrics and bond markets.
- **Staff Reports and Presentations:** writes staff reports and makes presentations before management, City Council, School Board, Planning Commission, and community groups on a

wide range of financial matters. Requires the ability to explain complex financial matters in a clear, well organized manner to inform the development of policy.

- Management: supervises staff of the Department of Administrative Services carrying out the functions of accounting, payroll, accounts payable/receivable, purchasing, real estate assessment, and utility billing; combined Departmental staff of 24 FTEs; conducts bi-annual performance reviews for all direct reports; manages contracts for consulting services, such as independent financial advisors, utility cost of service consultants, and the like.

Qualifications. The successful candidate will have the following qualifications:

- Technical:
 - Four year college degree (required) and post graduate degree (preferred), with major course work in accounting, business, or public administration and management.
 - Certified Public Accountant, preferred.
 - Must have high level functioning with computerized financial accounting software (the City uses MUNIS).
 - Must have high level functioning with spreadsheets, graphs, and Power Point presentations.
 - Must be able to write and present in clear, accurate, and concise language.
- Management: Must have extensive experience in professional government accounting, budgeting, financial reporting, enterprise funds, public debt, personnel policy and management, direct supervisory experience, and computerized financial accounting systems.
- Teamwork: Must be able to work cooperatively with all departments of the City to solve problems (large and small), develop strategy, and carry out the vision, goals and objectives of the City.
- Leadership:
 - Must uphold the highest ethical standards.
 - Ability to lead city staff and others in developing and maintaining shared vision and values.
 - Ability to lead strategic planning; work plan development; and change.
 - Must be able to cultivate a work place culture that reflects the City's shared values.

Salary Range & Benefits: \$110,000 to \$140,000, depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See www.fallschurchva.gov for additional information.

To Apply: Submit a letter of interest, resume, salary history, and three professional references to City of Falls Church, Human Resources Division, 300 Park Ave, Falls Church, VA 22046 or send by email in PDF format to hr@fallschurchva.gov

For questions about this recruitment notice, please email the address above, or call Richard Parker, Human Resources Director, at (703) 248-5127.

Applications received by **August 13, 2010** will receive priority consideration.

Equal Opportunity Employer: The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

Reasonable Accommodation: The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. During the selection process, applicants with disabilities are encouraged to call (703) 248-5127 to request reasonable accommodation for any type of disability.

All City Facilities Are Smoke Free

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