



## Position Description

**Title:** Chief Financial Officer/Finance Director

**Class Code:** 412-FI

**FLSA Status:** Exempt

### **SALARY RANGE AND BENEFITS:**

Salary Range: \$100,000 - \$165,000 annually; salary is negotiable depending on qualifications and experience. The Town of Dumfries offers a full range of employee benefits, including enrollment in healthcare and retirement plans.

### **JOB SUMMARY:**

The purpose of this position is to manage and direct the operations of the Town's Finance and Treasury Departments and serve as the financial advisor to the Town Manager and Town Council regarding financial planning, forecasting, and comprehensive financial management. This position also ensures internal controls are in place to safeguard and ensure effective and efficient use of Town resources. The Chief Financial Officer/Finance Director serves under the administrative direction of the Town Manager.

### **ESSENTIAL JOB FUNCTIONS:**

- Plan, direct, supervise and carry out activities related to the financial management, treasury, procurement, and accounting functions of the Town and perform the statutory duties of a CFO/Finance Director.
- Assist the Town Manager in planning and administering the financial affairs of the Town in accordance with Town policy.
- Develop and implement policies, procedures, and practices to ensure financial transactions are handled timely and appropriately.
- Develop, implement, and maintain internal controls to ensure the efficient protection and responsible management of Town funds.
- Provide recommendations concerning investments and use of available funds.
- Advise and assist Town Manager, staff, and committees in preparation of all budgets.
- Prepare the Town's annual budget for presentation and approval by the Town Council.
- Periodically review and report on budget compliance and discrepancies to the Town Manager.
- Prepare financial and operating reports for the Town Manager and Council and present them on a timely basis.
- Safeguard financial assets of the Town in conjunction with the Town Manager; to include the maintenance and custody of funds, accounting records, and documents.
- Provide oversight to the Town's financial reporting system and ensure that the Annual Comprehensive Financial Report (ACFR) is prepared timely and in accordance with all applicable regulatory requirements (e.g., Generally Accepted Accounting Principles (GAAP)).
- Oversee, review, and approve the preparation of monthly, quarterly, and ad hoc financial reports and ensure reports are published on-line.
- Monitor and review relevant federal and state laws and regulatory changes; develop, recommend, and implement needed changes to current accounting and auditing practices, policies, and procedures to ensure compliance with accounting standards and financial reporting requirements, including regulations pertaining to public funds and Governmental Accounting Standards Board (GASB) pronouncements.

- Act as signing officer in the absence of the Town Treasurer.
- Ensure appropriate insurance and other protections are in place and are maintained appropriately to adequately protect the Town and all its assets.
- Develop, maintain, and strive to improve systems, procedures, reports, and forms related to fiscal management.
- Maintain good working relations with representatives of government agencies and agencies, staff, members of Council, other municipalities and organizations, and the public.
- Responsible for enforcement proceedings in case of delinquent taxes owed to the Town.
- Communicate with the public in an effective and courteous manner and ensure that all inquiries and complaints are handled quickly and courteously.
- Recruit, train, supervise, and evaluate department staff.
- Performs other assigned duties.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Bachelor's Degree in Finance, Accounting, Public or Business Administration, or related field required. Master's Degree in Finance, Accounting, or related field preferred.
- Five (5) years of increasingly responsible experience in financial management in a local government-related setting, preferably at the senior level.
- An equivalent combination of training and experience may be used to meet the minimum qualifications of the position.
- Certified Public Accountant/Certified Internal Auditor or other related professional designations preferred.
- Must pass a financial and criminal background check.
- Must be bondable.

**Knowledge, Skills and Abilities:**

- Knowledge of Town policies and procedures.
- Knowledge of modern office equipment, practices, and procedures.
- Skill in the use of computers, Microsoft Office applications, and other software applications as required by the position.
- Skill in communication, both verbally and in writing.
- Ability to establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS:**

The work is sedentary to light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; manual dexterity to pick, pinch, type, or otherwise work primarily with fingers; mental acuity including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity.

**WORK ENVIRONMENT:**

Essential functions are regularly performed without exposure to adverse environmental conditions; work is performed in a standard, temperature-controlled environment subject to typical office noise and environment.

*The Town of Dumfries has the right to revise this position description at any time and does not represent in any way a contract of employment.*

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

**Americans With Disabilities Act Requirements**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described.

**Equal Employment Opportunity Statement**

It is the policy of the Town of Dumfries to provide equal opportunity to all employees and potential employees. No officer or employee shall discriminate against any employee or applicant for employment with regard to recruitment or employment on the basis of race, age, sex, national origin, religion, sexual orientation, disability, or membership in other protected groups.

**ALL INTERESTED APPLICANTS MUST COMPLETE A TOWN OF DUMFRIES EMPLOYMENT APPLICATION AT [Microsoft Word - Dumfries Employment Application \(revize.com\)](#)**

***Hill-Christian Consulting, LLC is facilitating this search on behalf of the Town Manager. Please forward a completed employment application and inquiries directly to Sheila Hill-Christian at [Sheila@hillchristianconsulting.com](mailto:Sheila@hillchristianconsulting.com) or call 1(833)787-8723***