



POSITION VACANCY

ASSISTANT COUNTY ADMINISTRATOR/CHIEF FINANCE OFFICER (CFO) MONTGOMERY COUNTY, VA

Are you an experienced, enthusiastic and passionate local government professional who enjoys making a positive difference in your community? Montgomery County, the largest county in western Virginia, is looking for qualified individuals for the position of Assistant County Administrator/Chief Finance Officer (CFO).

The Assistant County Administrator/CFO will be an integral executive leader who will help guide organization strategy to achieve the goals set forth by the Board of Supervisors, partner with organization leadership to plan, forecast, and achieve optimal financial outcomes, manage budget and investment decisions and execute strategic business plans. The position will have significant technical skills and be highly successful in managing governmental accounting and reporting, including grant management, interpretation, and reporting. In addition to providing leadership to the financial and budgeting service areas, the position will also assist in general oversight of specific service areas in coordination with the county administration leadership team.

About the Organization

Montgomery County was founded in 1776 and is approaching its 250th anniversary. The County is a Board of Supervisor – Administrator form of government with seven magisterial districts and their respective elected Supervisors. The school system is led by an elected School Board and Superintendent. Additionally, constitutional officers oversee agencies, all working together to provide superior services to County residents, businesses, and visitors. The County has an annual budget of \$240 million and maintains a strong bond rating of AA+.

Montgomery County's 600 employees work within 19 departments to deliver services with respect and professionalism. Montgomery County administrative offices are housed in a thoughtfully repurposed historic textile plant, just a short distance from downtown Christiansburg.

About the Department(s) and Position

This position will report directly to the County Administrator and will lead by promoting and instilling a culture of superior performance, ethical conduct, and professional development through effective managerial leadership. This position is responsible for assisting with planning, organizing, and directing County departments and initiatives. The position will work closely with a dynamic leadership team in developing organizational policies and operating procedures that align with and support the County's strategic vision. The Assistant County Administrator/CFO will represent the County with elected officials, outside boards, agencies, and community organizations. The position will also assist with program development and operations across County departments, including budget and financial management, and the formulation of new operating procedures and future capital projects.

Intangible characteristics required include Strategic Thinking – the ability to see the big picture and understand the long-term effects of decisions; Communication – the ability to receive and convey

information to others in a clear, decisive, and understandable way; Professionalism – the ability to approach others in a tactful manner, react well under pressure, treat others with respect, accept responsibility for your actions, and follow through on commitments; Leadership – the ability to inspire and motivate others to perform to the best of their ability, accept feedback, give appropriate recognition to others, and have a partnership mindset; and Standards of Excellence – outstanding consultative and operational abilities and excellent interpersonal skills, flexible in a fast-paced work environment, excellent work ethic, attention to detail, and exemplary level of citizen and employee focus.

Key Position Priorities

The Assistant County Administrator/Chief Finance Officer (CFO) will maintain the County's strong financial position. In addition, this position will oversee all aspects of the County's financial operations, as well as coordinate all finance-related functions. This position will also facilitate and implement special projects as assigned (for example the New River Valley Recovery Ecosystem Project's Opioid Abatement Grant).

Qualifications

The successful candidate is preferred to have a Master's degree in Public or Business Administration, or a related field, hold a Certified Public Accountant license, and have a minimum of 10 years of experience in local government operations and/or management, or any combination of training and experience, which provides the required knowledge, skills, and abilities. Demonstrated experience working for a local government in a leadership role, budgetary and financial management, with a proven track record of improving services and departmental outcomes highly preferred. The position requires the ability to work well in both professional and casual environments, and the ability to act as an influential advocate in promoting the County with local, state, and national leaders.

Salary and Benefits

Starting salary range is \$121,298 to \$133,934; dependent on related qualifications and experience of the candidate. Excellent benefits (health, dental and vision; flex spending; life, disability, wellness clinic, VRS retirement, 401/457 supplemental retirement, and much more). For more information or to request application assistance for disabilities, contact Montgomery County Human Resources at 540-394-2007. If this is the position for you, please visit www.montgomerycountyva.gov/jobs to apply. A resume must be attached to the online application, along with a cover letter outlining the reasons you qualify for the position. This position will be open until filled, with first review of applications beginning May 15, 2024.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability or protected veteran status.

