

## **Description**

The Albemarle County Service Authority (ACSA) is seeking their next Director of Finance to provide strategic leadership planning, directing, coordinating, and supervising a team of 17 engaged employees.

## **Job Duties**

The Director of Finance performs and oversees all aspects of the Finance Department, including the functions of customer service, meter operations, and accounting. Directs the preparation and maintenance of financial records, reports, statements and audits. Oversees collection of all rates and fees, and enforcement of all related policies; maintains and revises rate model and develops projections and recommends rates to Executive Director and Board of Directors. Develops, directs, and evaluates all financial and fiscal operations of the ACSA. Directs the development and implementation of the ACSA's annual operating and capital budgets.

The Director of Finance manages investments of available funds, manages banking relationships and oversees compliance with bond indenture requirements. Monitors cashflow and overall revenue stream and oversees internal controls to safeguard assets and revenue reporting. Plans and supervises the preparation of studies, cost analyses, and correspondence.

The Director of Finance directly oversees 3 FTEs the Customer Service Supervisor, Meter Operations Supervisor, and the Accounting Supervisor.

## **Qualifications**

- Minimum requirements include a bachelor's degree in finance, accounting or a related discipline.
- A minimum of seven years of progressive experience with a significant concentration in accounting, and extensive experience in public finance administration, including thorough knowledge of enterprise fund accounting.
- Background in all key areas of utility finance/Governmental accounting. Annual Comprehensive Financial Report development experience. Demonstrated ability to manage a Finance Team in project management, problem solving and day to day operations.
- Demonstrated computer expertise in financial modeling and analysis; spreadsheets. ERP experience.
- Master's Degree and CPA strongly preferred. Knowledgeable of GASB/GAS/GAAP/etc.
- Strategic leader with emphasis on cross-departmental collaboration and team development.

The expected hiring range is \$127,793 - \$153,352 depending on qualifications and experience, with an excellent benefits package.

To view a downloadable brochure about our Community, the ACSA, and to learn more about the position please go to: <https://serviceauthority.org/wp-content/uploads/2024/05/Finance-Director-Brochure-Draft-052924.pdf>

## **How to Apply**

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately. To be considered, submit a cover letter, resume, and five professional references. Email submissions may be directed to Emily Roach, the Director of Human Resources and Administration at [hr@serviceauthority.org](mailto:hr@serviceauthority.org) including "Director of Finance Search" as the subject header. The Director of Human Resources and Administration will work in concert with the Executive Director to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment brochure. The position will remain open until filled with a first review of applications beginning June 21, 2024.